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Catalog No. 2196

of furniture, equipment and supplies for public and private libraries.

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Library Bureau

Errata

Page		
102	33d h	Catalog and index slips, for unruled and unpunched *read*, ruled and punched.
117	22d6	Six tray standard cabinet capacity, for 3,000 34 x *read*, 3,000 33 x.
124	22d60	Sixty tray standard cabinet and base, for $125.00 *read*, $135.00.
125		Close construction tray cabinets for dimensions given *read*,

		Wide	High	Deep
22d4a	Four trays	12 7/16 in. 32.8 cm.	7 7/8 in. 20 cm.	13 3/8 in. 34 cm.
22d6a	Six trays	12 7/16 in. 32.8 cm.	11 3/8 in. 28.9 cm.	13 3/8 in. 34 cm.

130	22d60a	Sixty tray cabinet and leg base, for $135.00 *read*, $125.00.
155	25c	Charging tray case, for dates guides, *read*, date guides for $1.50 *read*, $4.50.
185	45a10	Clacher pamphlet boxes, for 48a10 *read*, 45a10 has four etc.
186	45m3	Manilla C C pamphlet cases, for dimensions given, *read*, 10 7/8 in. x 8 7/8 in.
190		For Athenaem file, *read*, Athenaeum file.
191	47a-f	Pigeon holes, for dimensions given *read*, 25 cm. high x 35 cm. wide. 9 7/8 in. x 13 3/4 in.
	47l,n	Pigeon holes, catalog numbers transposed under illustrations, for dimensions given *read*, 25 cm. high x 30 cm. wide. 9 7/8 in. x 11 3/4 in.
210		A. L. A. Publications. Sargent's Reading for the young is out of print and can no longer be supplied.
214		Index reference. Labels, gummed, for 189 *read*, 180, 181.

Library Catalog

Z
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L69
Library
Science

A descriptive list with prices of the various articles of furniture and equipment for libraries and museums furnished by the Library Bureau

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Method of ordering

All prices printed in this catalog are net.

The discounts for quantity are indicated in every case.

NEW YORK UNIVERSITY LIBRARY, SHOWING PART OF THE HALL OF FAME AT THE SIDES

The library accommodates 250,000 volumes. The bookstacks, furniture, card catalogs and complete administrative equipment were made by Library Bureau

The Library Bureau

The purpose of the Library Bureau is to supply public and private libraries with everything they need except books, other than technical manuals.

The development of library science during the last quarter century has made it evident that a library in the true sense is not merely a certain number of books, but rather a collection of books so arranged that they may be conveniently used for reading or reference. Five thousand well-chosen volumes classified and administered according to modern methods may better deserve the name of library than four times the number carelessly or erratically arranged, even though the larger collection might contain every volume to be found in the smaller group.

The true measure of a library's efficiency is not the number of books on its shelf-list, but the ease with which it may be used by the student, and the number of general readers to whom it affords profit and pleasure.

Twenty-five years ago there was no organized business for furnishing libraries with the appliances needed for administration. Indeed, it would have been impossible to create such a business, since library methods were so diverse that no two institutions used exactly the same equipment.

A page of history

In 1876 the American Library Association was formed for the purpose of bringing together skilled library workers to discuss topics of professional interest. A co-operative committee was at once chosen for selecting models and suggestions for library appliances, and in this way were evolved the essential features of the library equipment now in general use, though constant study and experience have brought

about from year to year many improvements in its plan and structure.

This co-operative selection and approval of desirable forms of library apparatus produced a certain degree of uniformity in demand, and made it evident that the expense and trouble involved in producing independently the equipment for each library could be greatly lessened if some one would undertake to supply the various articles recommended.

As a commercial venture this was far from promising, but the professional advantages were too important to be disregarded, since only through this means could the library movement be rapidly extended. To this end the Secretary of the Association undertook the manufacture of all supplies approved by the committee, and not elsewhere obtainable. For several years he continued this work without compensation and at actual loss to himself, till gradually the foundation was laid for a separate business. This business is the Library Bureau.

This brief glance at its origin shows that the relation between the Library Association and the Library Bureau is not the mere commercial bond existing between the creators of a demand and the purveyors of its supply, but that it is vital and organic. The work of the Bureau is the expression in material form of the work of the Association, and conforms more closely to professional ideals than would be possible under less favorable conditions.

Effective work

The result of the Bureau's labors, following out the previous work of the Library Association, has been to bring about approximate uniformity in the administration and equipment of American libraries. The most obvious advantage of this has been, of course, to librarians, who are thus enabled to utilize the accumulated experience of their profession in the solution of problems which formerly had to be worked out independently for every library. Hardly less important is the basis which this uniformity affords for instruction in library science, so that it is no longer neces-

sary for every library to train its own corps of workers from the outset.

There must also be placed to the credit of the Library Bureau the substantial saving in cost of apparatus and supplies made possible by many libraries purchasing from a common source; and last, but by no means least, the very great gain which the rapid extension of library science has brought to students and general readers. A student pursuing special lines of research may now go from one library to another, with no loss of time in acquainting himself with the resources of the several institutions and the minimum of danger of overlooking useful material in any one of them, while the occasional reader, finding how simple library work has become under the modern system, is encouraged to undertake consecutive work in place of desultory browsing.

The equipment question

It is happily becoming less and less necessary to urge upon libraries the arguments in favor of equipment adequate to their needs. While it is undoubtedly true that few libraries have as ample funds as they could use with profit, and that their resources must be carefully apportioned between books, housing, salaries and apparatus, it is generally recognized that undue economy in the last respect is unwise in the long run.

When commercial enterprises find it profitable to procure the latest devices for saving labor at very considerable cost, the wisdom of a similar policy for libraries can hardly be questioned. Viewed from a purely economic standpoint modern apparatus of the best quality is indispensable, because it saves time and removes the need for costly special supplies. A worthier argument is found in the fact that without it no library can satisfactorily fulfil its chief purpose.

In the case of very small libraries the relative cost of proper equipment may sometimes seem large, but it must be remembered that the greater part of the outlay is for articles which will not need replacing during the life of the institution. It must also be noted that it is practically impossible for other forms of library apparatus to supersede the

MAIN READING ROOM OF NEW YORK UNIVERSITY LIBRARY
Bookstacks surrounding rotunda and special furniture made by Library Bureau

forms now accepted, since these have the unique advantage of representing the practically unanimous consensus of the best professional judgment.

The work of the Library Bureau divides itself naturally into the following departments:

Division into departments

Consultation	Furniture
Cataloging	Administrative equipment
Interior woodwork	Publications
Bookstacks	Supplies

In this catalog all of these departments are treated only as they relate to libraries. The commercial work of the Library Bureau is even more varied in its scope, and contains similar departments which are fully described in our other publications.

The first three departments, it will be noticed, are of a strictly professional character. They relate to the expert and technical service which the Library Bureau is always desirous of rendering to libraries for a barely nominal consideration, or frequently without charge, with a view to promoting the most advanced library methods.

CHILDREN'S READING ROOM, NORTH ADAMS, MASS., PUBLIC LIBRARY

Shelving and furniture designed and made by Library Bureau

Policy and purpose

The first endeavor of the Bureau is to meet every requirement of the modern library fully and satisfactorily, and to advance as rapidly as possible the study of improved library methods. For this purpose a considerable portion of this catalog space is given up to the description of appliances and supplies which it does not manufacture, but which the Library Association has recommended as valuable. Thus the catalog itself has become an almost indispensable aid to library work, since it presents in compact form a complete list of necessary material and apparatus.

Scope of catalog

We supply everything recommended by the Library Association and the Library schools, and to accommodate librarians allow other supplies, when required, to be ordered through us. In no instance is the cost greater than if the order were placed elsewhere, and it is frequently less, owing to our facilities for buying. We want to prove that the most convenient, economical and satisfactory course when anything is needed for a library is to send directly to the office of the Bureau. When selection of material is left to us the purchaser has the advantage of our wide experience without extra cost. General instructions concerning price limits or other necessary details may be supplied when necessary. Such data will always be carefully noted and scrupulously followed in filling the order.

The materials and workmanship of library apparatus furnished by the Bureau are of the highest class, while the models and labor-saving devices are those approved by the recognized authorities in library administration.

LIBRARIAN'S ROOM, NEW YORK UNIVERSITY
Furniture and stack made by Library Bureau

Consultation department

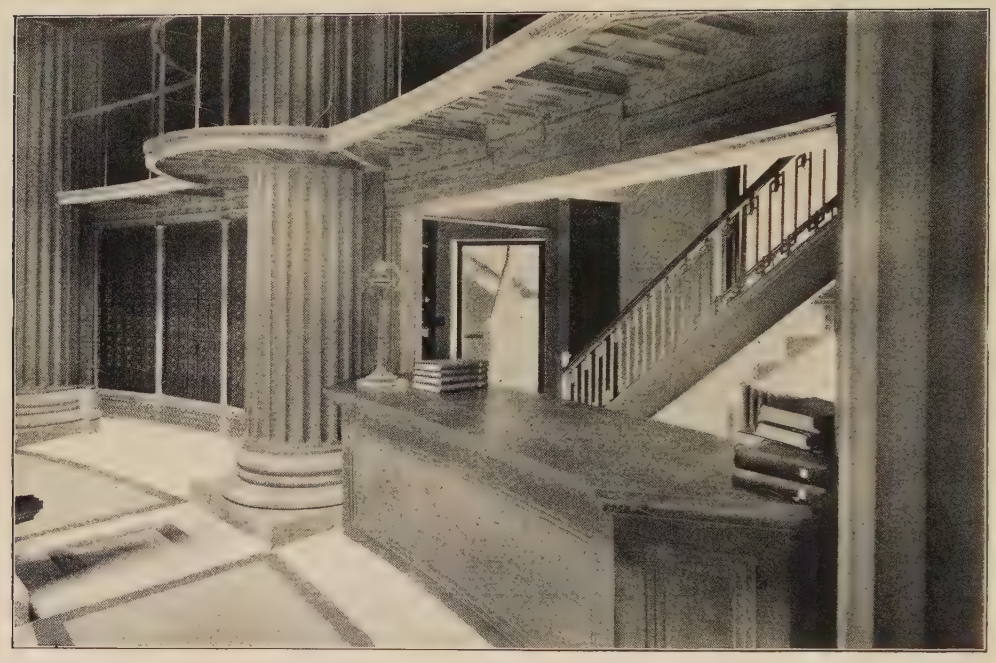
It seldom happens that the preliminary work of founding a library falls on men and women of technical experience in library matters. A generation ago this was of little or no moment, as there were few recognized standards or established methods in library work, so that a high average of culture and executive ability on the part of a library board could safely be relied on to bring about the best results obtainable at the time.

During the last quarter century, however, the profession of library administration has become as distinct as, for instance, the profession of architecture. The amount of technical knowledge has rapidly accumulated till it stretches far beyond the limits of general information, and can be mastered only by those who devote their whole time to it. The permanence of a library and its importance to the welfare of the community make it essential that its organization should be as nearly perfect as possible, and it may safely be said that this can no longer be done without professional assistance.

Aid in preliminary library work

The Consultation department introduces this element of expert assistance at the very beginning of a library movement. It provides for the careful study of such preliminary questions as the legal rights and privileges of the proposed library — for some states have much more liberal library laws than others — the developing of interest and the raising of funds, bringing to these matters a wide experience, and sometimes overcoming apparently serious obstacles through a knowledge of how the same difficulty has previously been met.

The Bureau is glad to confer with architects concerning details of heating, lighting, ventilation and fixtures as applied



Delivery desk, New York University Library. Made by Library Bureau

to special needs of libraries. Its pictorial and other records cover so large a portion of the whole field of library progress that they constitute an invaluable fund of information and suggestion for library buildings. This is notably true in the case of smaller libraries, where the special problems to be solved are relatively fewer, and the economic advantage of profiting by the experience of successful existing institutions is too important to be lost. The Bureau also gives expert advice on library organization, buying books, cataloging, binding, indexing, classification and every other department of library administration. Through its assistance a village library, beginning with a few thousand books and possibly with partly trained workers, can be founded on the same essential principles which govern the great municipal and university libraries, thus making of the best possible use the small collection of books, and preparing the way for future growth, no matter how great, without expensive alterations in the system.

Suggestions for small libraries

Employment bureau

The Library Bureau keeps on file a list of the names, addresses and qualifications of librarians and assistants seeking library positions, for the convenience of library trustees and others requiring such services.

Information of vacancies will at once be sent to suitable applicants, but no further obligation will be assumed by the Bureau. The endeavor is to put into each position the most competent person to be had for the salary offered, and to find for the applicant the best position he or she is qualified to fill. This service is undertaken without fee or charge of any kind to either party.

CARD CATALOG CASES, PRINCETON UNIVERSITY LIBRARY

Made by Library Bureau

Cataloging department

This department of the Library Bureau was organized to provide trained workers for the actual process of organizing a new library or re-organizing an old one.

The amount of labor necessary for installing a new library, even when an adequate force of librarians is to be permanently employed, often makes it desirable to secure outside assistance for the initial work. When, as is usually the case, the library must be administered as economically as possible in salaries, such trained assistance at the outset becomes imperative. The important work of making a catalog can properly be done only by librarians familiar with the latest developments of library methods, and lack of this technical facility may cripple the usefulness of the library for many years, or until laborious revision is undertaken.

Importance of preliminary work

Libraries which cannot permanently afford the best professional skill should by all means secure it for the work of organization, since by this means the general plan of arrangement will be correct and in harmony with the methods used throughout the library world, while the permanent staff of officials will gain, in working side by side with experts of wide experience, the necessary knowledge for consistently following out the original plan.

The cataloging department is equally serviceable to long-founded libraries administered under obsolete methods. These libraries are sometimes exceptionally rich in valuable material, which for want of proper arrangement is useless, or of service only to the limited number of students who have happened on it by chance. A new catalog for such a library will often increase its usefulness better than a large purchase of books.

REFERENCE ROOM, JERSEY CITY, N. J., PUBLIC LIBRARY

Fixed shelving and furniture made by Library Bureau

The rapid growth of knowledge concerning library methods among trustees and the public brings many demands for re-organization of old libraries. Temporary employment of experts for this work makes it possible to retain the services of valued employees. Re-arrangement is performed under the observation of the regular staff, and with their assistance, so that they can readily adapt themselves to modern progressive methods.

The Library Bureau will take contracts for the organization of old or new libraries, assuming full responsibility for the work, or it will send from its corps of experts, catalogers fully qualified to work under the trustees or librarian.

Staff room, Pratt Institute, Brooklyn, N. Y. Fixtures and furniture made by Library Bureau

Interior Woodwork department

The interior woodwork of a library should be characterized by purity of design, structural excellence and perfect finish. It must be free from any form of fantastic ornament and possess in marked degree the qualities of dignity, beauty and stability which fit it for long years of satisfactory service.

Donors and trustees in charge of library construction will find the Bureau helpful in the earliest stages of the work. Experience has demonstrated that the staff of the Bureau can work in perfect accord with the architect of the building, and that this co-operation tends to produce a result which ensures convenient and economical administration without any sacrifice of artistic appearance. The development of library science has rendered this technical assistance practically indispensable, since the architect, however skilful he may be, cannot be expected to master the details of library methods, and without this knowledge the most careful plan may be seriously defective on its practical side.

Necessity for technical knowledge

Wide experience in fitting up libraries has afforded the architectural staff of the Bureau exceptional opportunities for studying the problems involved in laying out library rooms; and architects or building committees who consult the Bureau at this stage of the work may be sure that the best disposition will be made of every inch of available space, while due consideration of general effect is also kept in mind.

The interior woodwork department is in the hands of competent architects, who may be called into consultation or who will undertake the entire work of designing and carrying out the interior finish of a library building, together with its fixed and movable furniture. Improved machinery enables us to

INTERIOR VIEW, CHICAGO ACADEMY OF SCIENCE
Specimen cases made by Library Bureau

make the highest grades of woodwork at moderate cost. Inferior cabinet work is unsuitable in a library, where it becomes in a short time a source of practical annoyance, and an eyesore from increasing shabbiness. Only the best workmanship will successfully survive the constant use, artificial heat and the heavy weight of books and bulky records to which library cabinet work is subjected.

Durability of good cabinet work

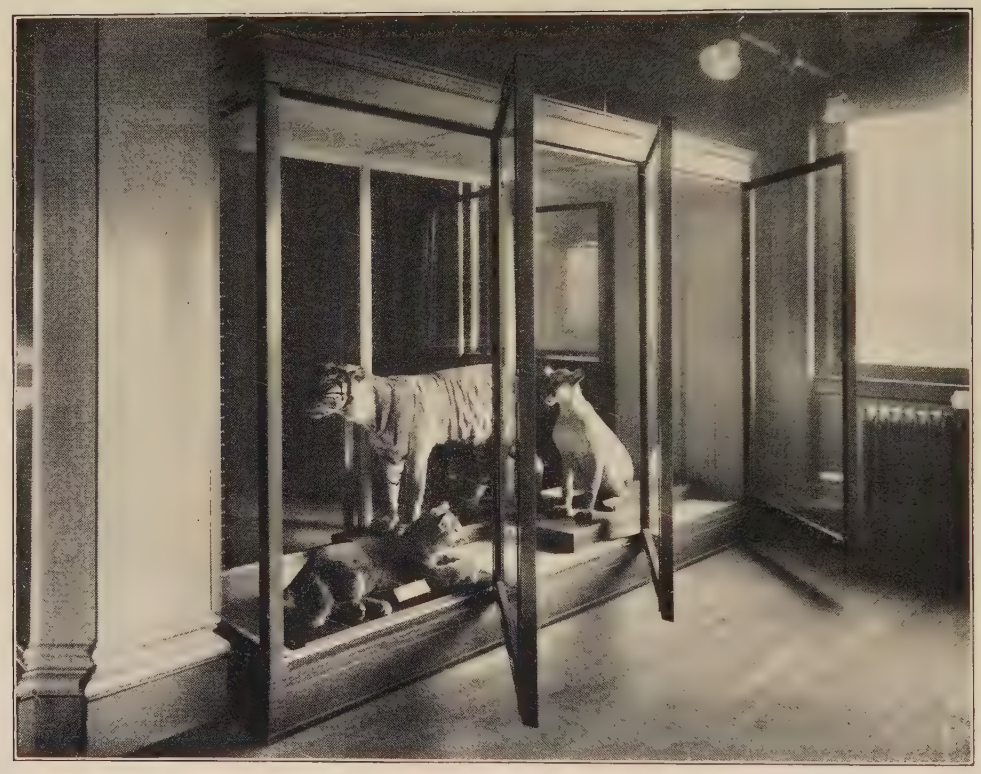
Some of the finest interior work in the country has been executed by the Library Bureau, and it is generally conceded that in any case where we have filled contracts our woodwork is the best in the building. We have woodworking factories in Boston and Chicago. These factories employ only workmen of recognized skill, and their product is uniformly of the highest standard.

Museum fittings

For several years we have made a special study of fittings for museums and art galleries. We have fitted many of the leading museums with specially made fixtures of the best design and workmanship.

We are prepared to estimate on architects' drawings for delivery counters, stacks, bookcases, bulletin boards, and all library or museum fixed furniture, or we will submit appropriate designs by our own architects. While many of these fittings can be ordered from our regular stock, it is often desirable to have them built from special designs when this can be afforded. Descriptions of movable furniture will be found in subsequent pages of this catalog.

Complete information, designs and estimates for this work given on application.



Case for large specimens,
Chicago Academy of Sciences.
Made by Library Bureau

Case with drawers for small specimens, Chicago Academy of Sciences. Made by Library Bureau

ONE OF THE MANY SEMINAR ROOMS IN NEW YORK UNIVERSITY LIBRARY

Two story stack made by Library Bureau

Bookstacks

Storage of books in a library involves many important considerations, such as economy of space, provisions for growth, well-being of the books themselves, and convenience of staff and public.

For many years the Library Bureau has made a special study of stack construction, and has carefully investigated the various devices developed in pursuit of a satisfactory type of stack. As a result of this work we are prepared to estimate not only on forms manufactured under our own patents, but on various modifications, or on other forms when preferred; among them may be mentioned steel stacks with ornamental cast-iron ends, stacks with solid metal or with gridiron shelves, the sheet steel stack built like a bookcase, and the stack with a hanging bracket of sheet steel, called by some librarians the "tin stack".

Forms of construction

Library Bureau standard steel stack

This stack eliminates as nearly as possible the objectionable features which have hitherto characterized stack construction. Engineering skill has stripped away material which added nothing to strength and stability, till the standard stack bears about the same relation to old-fashioned fixed shelving that a modern steel building bears to the Tower of London. Among the results achieved are:

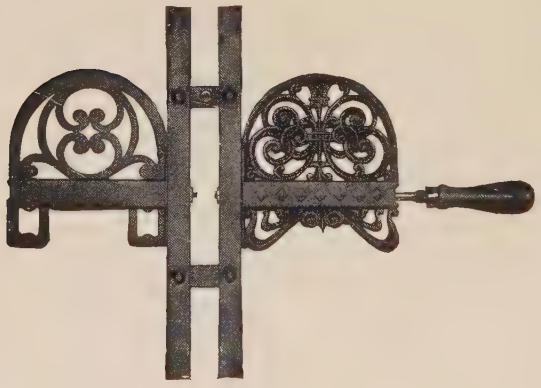
Use of every inch of vertical space, secured by absolute adjustability.
Rigidity of construction.
Adjustability of shelving from front and without removing books.
Least possible obstruction of light and greatest possible ventilation.

Absence of dust-collecting surfaces and sharp projections which injure books.
Stability in fire.
Compactness and gracefulness.

The standard stack is made in single stories for small libraries, or in as many stories as may be required. It adapts itself readily to expansion, as a single-story stack may be used later as the top story of a multifloor stack, or at slightly greater expense the first story may be built strong enough to support additional stories. All parts of the one-story stack are interchangeable, and most parts are interchangeable in a many-storied stack. The entire re-arrangement of the one-story stack requires no mechanical skill, but can be made under intelligent direction by any laborer.

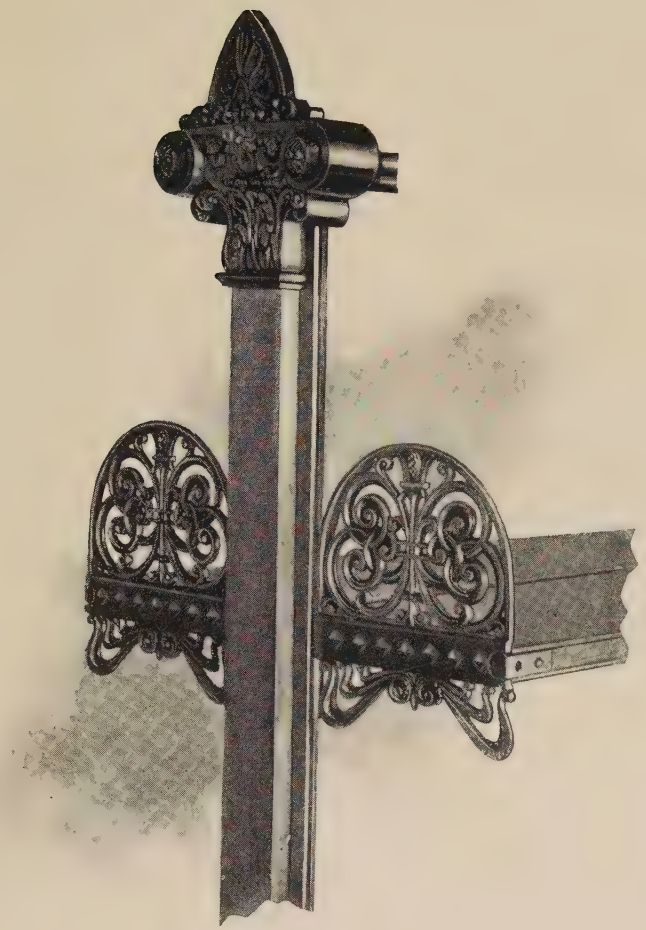
Provision for increasing shelf room

The standard stack consists of steel uprights re-inforced to any required strength, and tied together in regular building construction. Use of cold rolled steel under approved engineering methods secures minimum weight with maximum strength and stability, so that a double stack containing 255 pounds of metal supports 5,000 pounds of books, with a large factor of safety.



Brackets are of cast-iron, light and graceful in design, and variously finished. The standard stack is specially susceptible of adaptation to the architectural spirit of a library building, as brackets, railings, and other cast-iron or bronze parts can be designed to harmonize with their surroundings. Brackets are adjusted to uprights by a bronze lug having a case-hardened steel screw; bronze to prevent corrosion in places where adjustment

Brackets



End finish of standard stack
showing brackets and pilaster

TOP STORY OF STACK IN PUBLIC LIBRARY, NEW BRITAIN, CONN.
Designed and made by Library Bureau

A CENTER AISLE IN STACK, JERSEY CITY, N. J. PUBLIC LIBRARY
Showing method of lighting. Made by Library Bureau

SECOND FLOOR IN ROTUNDA OF NEW YORK UNIVERSITY LIBRARY
Showing wall stack made by Library Bureau

is changed but seldom; case-hardened steel to stand wear caused by frequent re-adjustments. This mechanism allows the bracket to be placed at any point on the upright, instead of only at fixed intervals; an important advantage, since there are no standard sizes for books, and a construction which does not permit this absolute adjustment may easily reduce the storage capacity of a section as much as one-eighth or 12½ per cent. Shelves can be moved independently at any time from front of stack and without disarranging their contents.

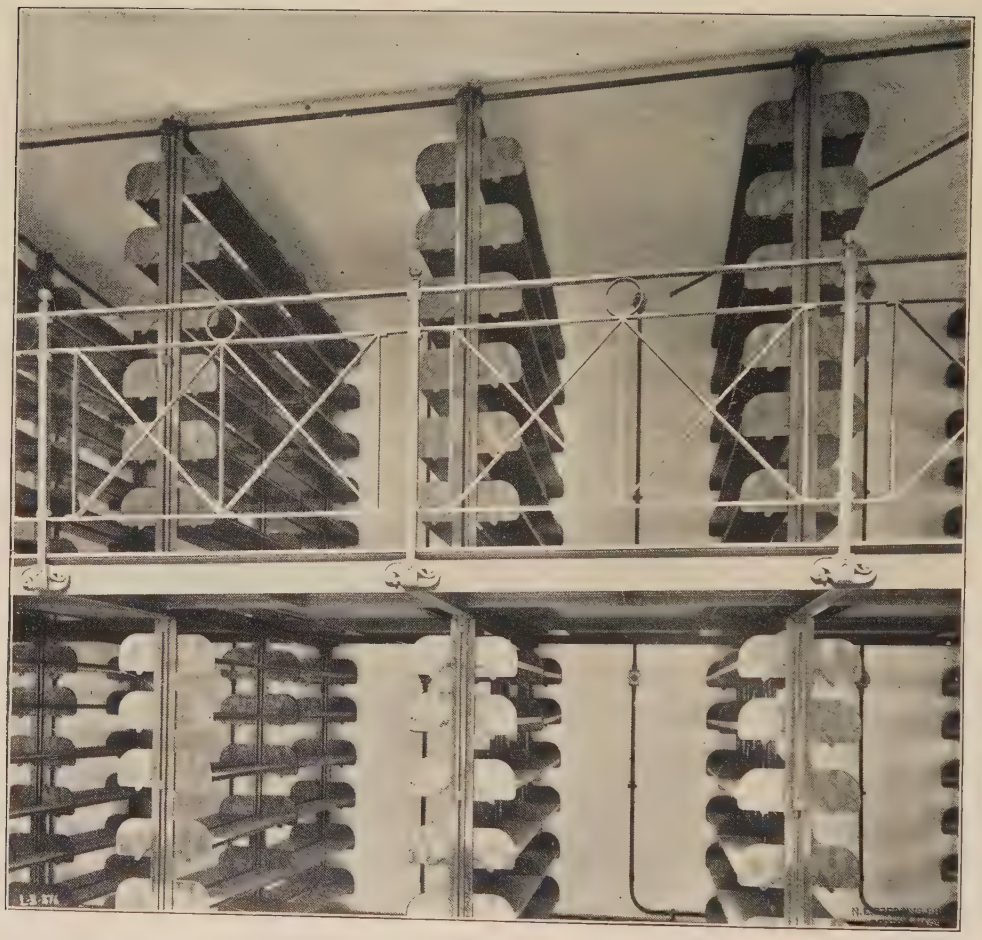
Library Bureau standard shelves have a uniform length of three feet. Experience has proved this the best maximum length, as after a time a longer shelf sags. All shelving in a library should be of the same length, as interchangeability saves rehandling books, and establishes a standard shelf-full, which is a convenient unit of measurement. Ledge stacks are those having wider lower shelves. For bound newspapers or very wide books a still wider shelf is made to order. In Library Bureau stacks 8 in., 10 in. and 12 in. shelves may be used interchangeably throughout all parts.

Shelves slide smoothly in a groove cast in the bracket. Wood shelves have a patent label-holder, so that labels may be attached at any point. These can be removed instantly without injuring themselves or defacing the shelf. Besides the ordinary wood shelf we offer a metal-sheathed shelf which is a perfect non-conductor of heat and fulfils the requirements of fireproof construction better than an all-metal shelf. Under intense heat metal shelving warps, throwing books to the floor and adding fuel to the flames, increasing the fire loss, while a wood shelf, though half consumed, will continue to support its contents. The wood shelf has the further advantage of noiselessness, a feature to be sought in every detail of a library's equipment. For very heavy volumes shelves on rollers are supplied.

Shelving

The usual end finish of the standard stack is a metal pilaster harmonizing in design with the brackets. This end is strongly recommended, as it offers no impediment to light and ventilation; but solid ends of ornamental iron-work, the full width of

End finish



Two-story clutch stack. Made by Library Bureau

the shelves, are furnished when requested. They do not interfere in any way with structural features. See illustration on pages 40 and 41.

This form of stack provides without separate outlay for the best manner of artificial lighting. In single story stacks electric light wires may be carried through the tie bars and lights dropped as desired. In constructing the stack for a number of floors floor plates and uprights are planned with the electrical wiring in view. Where movable lights are needed an adjuster, operated by a strong spring, automatically winds up or releases the insulated wire, thus doing away with unsightly tangles of wire where a bulb is simply hung on a hook. Glass flooring in stacks of many stories removes much of the necessity for artificial light, effects an important economy, and prevents dirt filtering down, as it is sure to do through perforated floors.

Lighting

Clutch stacks

In addition to the standard stack the Library Bureau makes a simpler and less ornamental form, often chosen in preference to more elaborate forms. The clutch stack uprights are of cold rolled steel, so made as to combine great strength with the firmness necessary for securing the shelves. The brackets are absolutely adjustable and are fastened to the uprights by a clutch, simple in its working and with no complicated mechanism to get out of order. Brackets are of plain sheet steel with electro-bronze finish. Strength of material permits this bracket to be made very light without flimsiness, while entire absence of ornament leaves no small surfaces to collect dust. This stack is also well suited for storage and for stacks where ornamentation is not required.

Rigidity

The rigidity of the clutch stack is fully equal to that of the standard stack. An official test made at the United States arsenal at Watertown showed that a single upright was capable of sustaining over 18,000 pounds, or in actual use would support, with a large safety factor, a much greater load than the capacity of the stack could possibly impose on it.

SINGLE STORY STACK, MEDFORD PUBLIC LIBRARY

Made by Library Bureau

Stacks for large libraries

Plans for large stacks

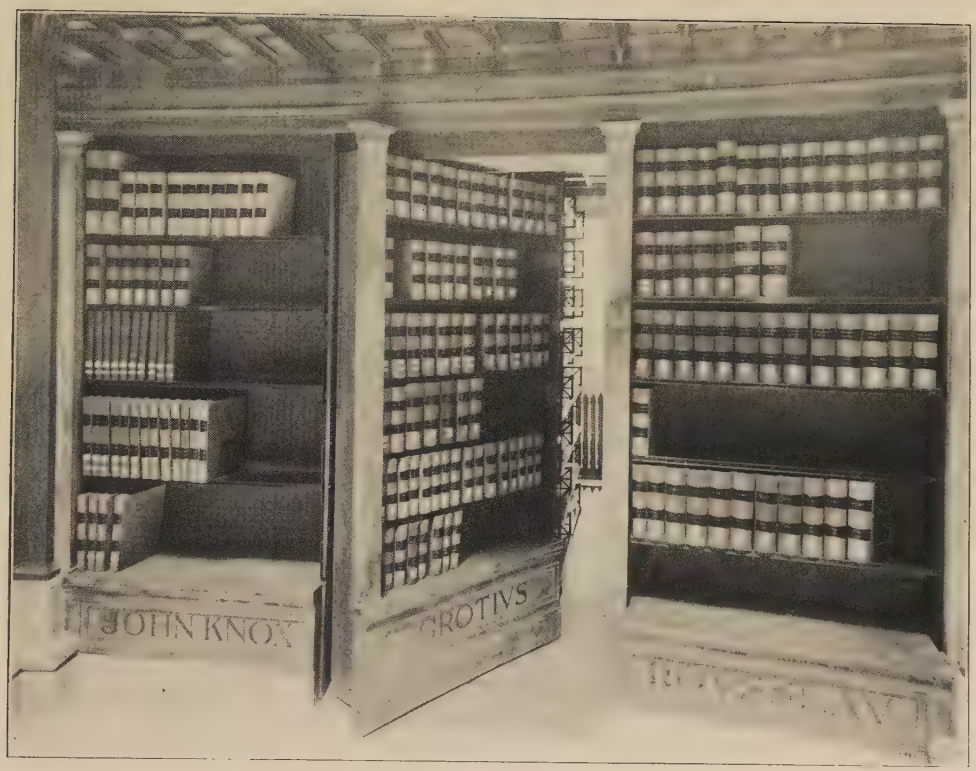
The Library Bureau standard stack, the clutch stack, and any other desired forms are supplied in two, three, or more stories for libraries requiring a great amount of shelf room. These stacks are more fully described in a separate publication, sent on request to architects, trustees, librarians or others. When more than one story is used, special features must usually be considered. The plans and layouts furnished by the Library Bureau for multi-storage stacks are based on experience gained in building bookstacks for most of the best known libraries in this and other countries.

Stairways and elevators

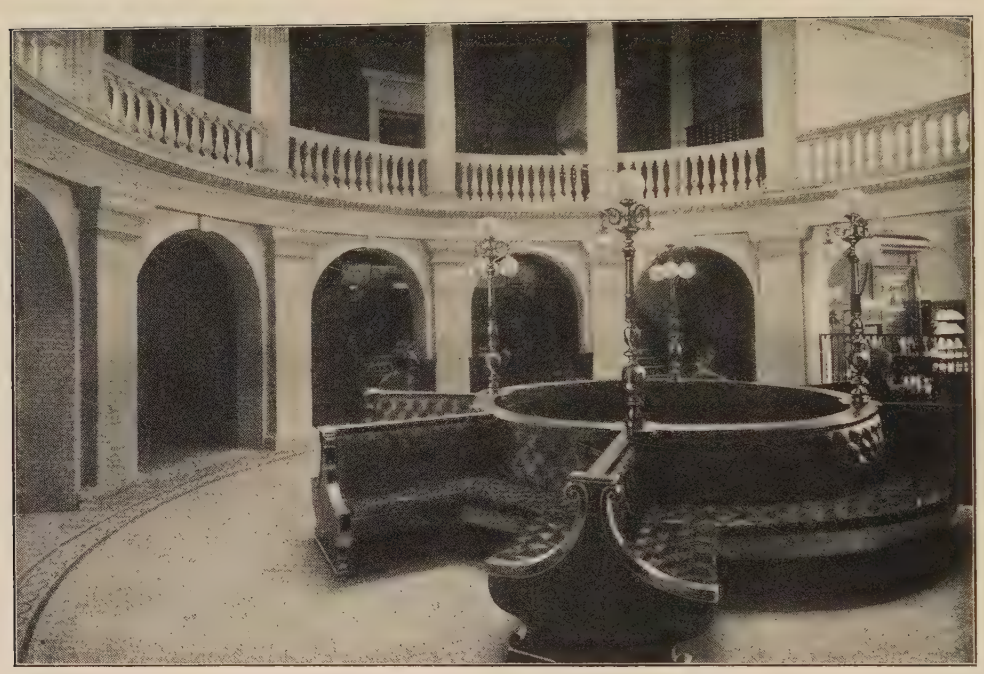
For stacks of two or more stories we build light ornamental stairways of iron with treads of marble, iron, or glass. A straight stairway is usually more economical and convenient, but in some buildings spiral stairs are needed. For stacks with many stories we build book lifts with ornamental iron shafts and carriages, having all modern mechanical and electric appliances. They may be simple or elaborate as required.

MAIN FLOOR AND GALLERY STACK IN ORANGE, N. J. PUBLIC LIBRARY

Furniture and stack made by Library Bureau



Door fitted with section of wall stack, New York University Library. Made by Library Bureau



Delivery room, Public Library,
Lynn, Mass. Divan made by
Library Bureau

Furniture department

The manufacture of library furniture is one of the most interesting and successful departments of the Bureau's work.

For large libraries, and for smaller ones where rigid economy is not imperative, the furniture is usually made from special designs by the architect of the building, or by the staff of the Library Bureau. This method has the double advantage of bringing it into perfect accord with the surroundings, and at the same time adapting it in size and form to the spaces it is to occupy.

Special furniture

Furniture designed in this way has invariably a distinction and individuality of character which places it beyond the influence of changing taste, and as there is no reason why library furniture that was originally satisfactory should ever be renewed, the extra cost of having it made from special designs is not extravagant, even when funds are limited. Special furniture adds not only to the beauty of the library, but to the convenience and facility of its administration, provided always that to the taste of the design and the mechanical skill of the cabinet work there has been added a full technical knowledge of library work in its smallest details.

Technical requirements

The Library Bureau makes to order every variety of special furniture for libraries, museums, library offices and staff rooms and private libraries or studies, including cases for rare or heavy volumes and specimens, photograph cabinets, furniture for children's reading rooms, settles, periodical and newspaper racks, and cabinets for catalogs and for correspondence.

When the entire work of furnishing is entrusted to the Library Bureau perfect suitability and harmony of design are assured.

MEN'S READING ROOM, CALUMET AND HECLA LIBRARY, CALUMET, MICH.
Stack and furniture made by Library Bureau. The center table is 9 feet in diameter

Reading table, New York University Library. Made by Library Bureau

FACULTY ROOM, UNIVERSITY OF ILLINOIS, CHAMPAIGN, ILL.
Furniture made by Library Bureau

Reading room, Public Library, Jersey City, N. J. Furniture and fixed periodical racks made by Library Bureau

Newspaper room, Jersey City, N. J., Public Library. Furniture and newspaper racks made by Library Bureau

Reading room, Public Library, New Britain, Conn. Technical furniture made by Library Bureau

Charging desk

This charging desk is so arranged that the person using it can reach all necessary material with the minimum of effort and without change of position. As shown in the illustration it is adapted particularly to the Brown charging system but it can be modified to suit other systems equally well. The center of the counter is cut down to contain a tray divided into rows for charging cards. Patent adjustable blocks maintain the proper angle of the cards in any position. At either side of the center a large drawer is arranged with extension slides for borrowers' pockets. Other drawers are devoted to cash and general utility, while two contain the alphabetic register of borrowers.

Charging desk

Front view of charging desk shown on opposite page. Illustrated in quartered oak. Made of any wood or to suit special spaces.

Case for folio volumes

Folio bookcase

This case is designed and made by the Library Bureau to save handling very heavy or valuable books. It is useful for atlases, art books or other volumes which cannot easily be consulted in the ordinary way. Each volume rests upon a shelf which may be fully drawn out, while the top is shaped to support the weight of a heavy book opened upon it without strain upon the binding. This top can be moved forward for convenience in reading. Made to order in any wood or to fit special spaces or volumes.

LIBRARY IN HARVARD ARCHITECTURAL BUILDING

Special photograph cases made by Library Bureau

Photograph cases and shelves for large books. Harvard Architectural building

Detail of cornice. Harvard Architectural building

LIBRARY IN HARVARD ARCHITECTURAL BUILDING

Shelving with flexible roller curtains made by Library Bureau

Children's reading room, Public Library, Lynn, Mass. Showing tables built around pillars. Made by Library Bureau

Children's rooms

Every progressive librarian and library trustee recognizes the importance of attracting children to the library, and promoting their comfort and happiness while there. The provision of suitable fixtures and furniture is indispensable to this end. Chairs and tables should be of correct hight for little readers, shelving should be within easy reach, and bulletin boards so placed that they can be readily seen. "The object of education is to make people not merely do the right thing but enjoy the right thing," and the frequenters of children's reading rooms should find there simple and artistic surroundings associated with the best books and the best pictures.

Furniture of proper size

The mere fact that a special room, properly equipped, is is set apart for their use encourages children to frequent the library where they learn to use books to the best advantage and unconsciously acquire useful familiarity with library routine.

The Library Bureau has made a special study of the requirements of this department of a library, and from long experience is able to fit children's reading rooms in the latest and most approved way. The liliputian chairs and tables are graduated in size to suit various ages, strongly constructed and simply designed, so that children can be perfectly comfortable when reading and not obliged to have their feet out of touch of the floor or their arms in a strained position at the table. The Library Bureau is the only concern carrying such furniture in stock.

Lay-outs, plans, sketches, and designs with estimates will be furnished on application. Illustrations and prices of children's chairs and tables will be found in the furniture department of this catalog.

Stock furniture

In addition to designing and making special furniture the Library Bureau keeps in stock everything ordinarily needed for furnishing a library or study. This furniture has the same excellence of material and structure as our to order work, and is made in our own factories from designs appropriate to library uses. Long experience has enabled us to eliminate the less desirable models and perfect those which are most satisfactory, until very durable and satisfactory types have been evolved. The simplicity of design, correct proportions and perfect finish of Library Bureau furniture distinguish it sharply from commercial furniture of the same cost.

Prices quoted are net for single articles. Discounts allowed only on large orders.

Reading tables

Proper sizes for tables

The reading tables illustrated in the following pages are models which have proved most satisfactory in actual use. Larger tables than those shown are not advised. Several small tables are better than one or two large ones, as the floor space can be used to better advantage. Readers prefer the comparative privacy of small tables, as their attention is not distracted by the proximity of others and their work is protected from the scrutiny of the curious.

The Library Bureau makes to order tables with slides to pull out when occasion demands. This device increases the accommodation for readers without crowding the room. Many libraries are now adopting the round reading table shown in the first illustration.

Round reading table

Quarter-sawed white oak, antique finish. Legs strengthened by lag bolts. A very substantial table. Accommodates five readers comfortably.

Library Tables — Change of price

75h	from	$25.00	to	$30.00
75hl	"	$25.00	"	$30.00
75a	"	$20.00	"	$25.00
75r	"	$25.00	"	$30.00
75jl	"	$20.00	"	$25.00

Reading table

Quarter-sawed oak, antique finish. Top, 3 x 5 ft. Hight, 31½ in. Substantial table at very moderate cost.

75a $20.00

Reading table

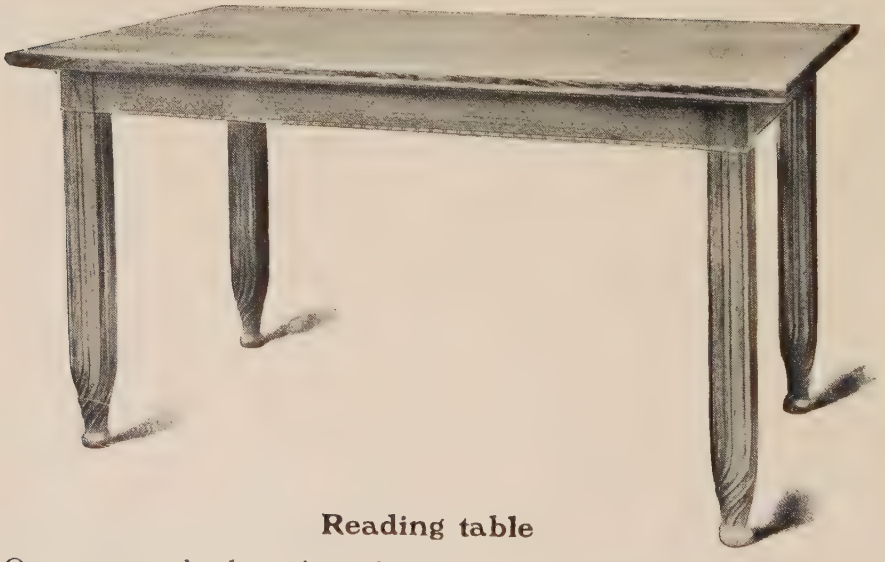
Quarter-sawed oak, antique finish, solid ends. Top 3 x 5 ft. Hight 31½ in.

75b $40.00

Reading table

Quarter-sawed oak, antique finish, paneled legs. Top, 3 x 5 ft. Hight, 31½ in.

75c $35.00



Reading table

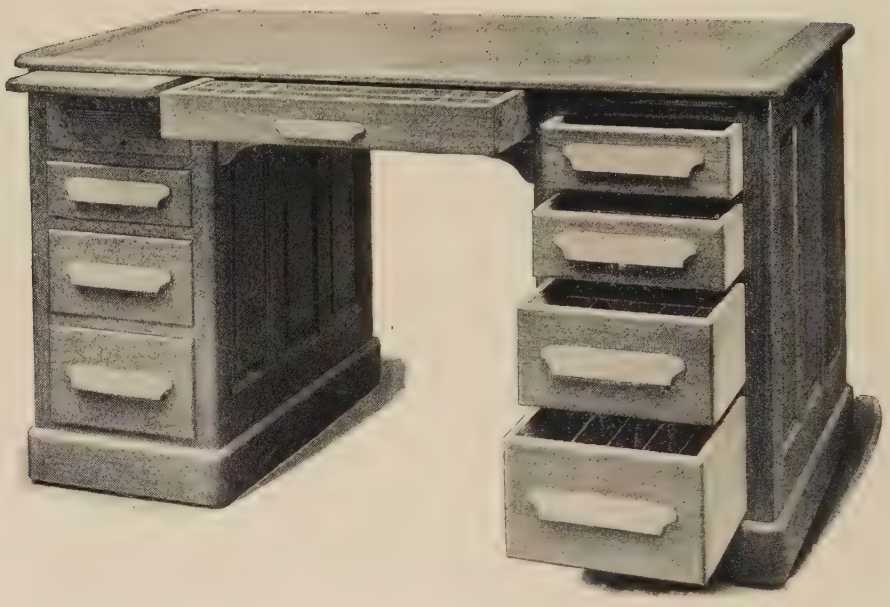
Quarter-sawed oak, antique finish. Size, 3 x 5 ft. Hight, 31½ in.

75r $25.00

Children's reading table

Quarter-sawed oak, antique finish. Top, 3 x 5 ft.

75j1 in several hights $20.00



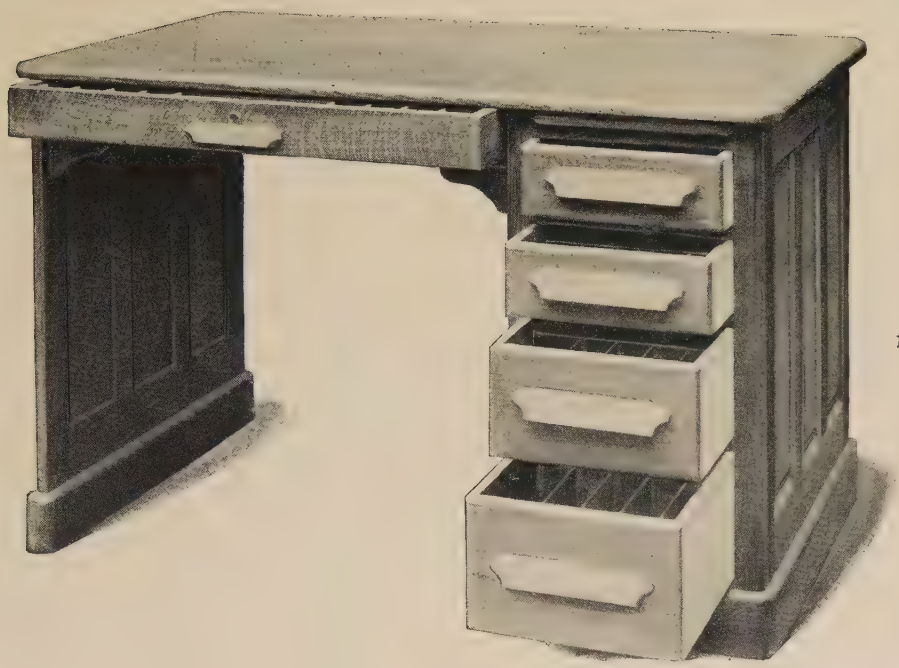
Library or study desk

Quarter-sawed oak, antique finish, or to order in other woods. Hardwood top and extension slides, the latter removable, so that they can be reversed for work requiring pins or paste. Interior partitions adjustable, the two upper drawers having compartments fitting L. B. standard 33 cards. Yale lock secures all the drawers. Top 4 ft. 6 in. x 2 ft. 6 in.

The quality of material used and the amount of labor expended in producing the desks shown here preclude the possibility of more than a trifling profit at the prices named. The Library Bureau's chief object in making them is to carry out its policy of supplying everything essential to a library's equipment, so that these desks present an exceptional opportunity to libraries to obtain a fine piece of necessary furniture at an extremely moderate cost.

Change of price

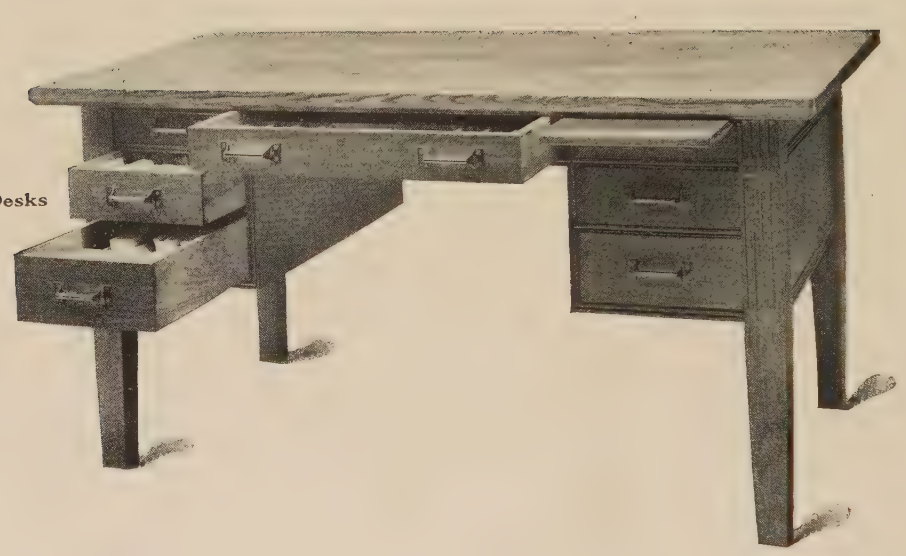
76a from $32.50 to $37.50
76b " $27.50 " $32.50



Single desk

Made in quarter-sawed oak, antique finish, similar to **76a.** Top, 4 ft. 6 in. x 2 ft. 6 in.

76b $27.50



Study desk

Made in quarter-sawed oak, antique finish. Drawers have adjustable partitions similar to **76a**. Desirable design for private as well as public libraries. Top, 3 x 5 ft.

Correction

Price of **76e** should read, $50.00.

L. B. Windsor arm chair

Quarter-sawed white oak, antique finish, or imitation mahogany. This is a strong, comfortable, handsome chair, similar to those used in Bates Hall, Boston public library.

77c $6.00

L. B. Victoria desk chair

Quarter-sawed oak, antique finish; or imitation mahogany; with swivel and spring.

77d1 . . . . . $6.50

L. B. stool

Quarter-sawed oak, antique finish; uniform in design with Windsor chairs.

77d3 . . . . . $4.00

L. B. Victoria chair

Quarter-sawed white oak, antique finish; or imitation mahogany. Very light and strong.

77d2 . . . . . $4.50

Box seat chair

Made in quarter-sawed white oak, strongly framed. A new design, very compact and durable.

77e $6.00

77f

77f1

L. B. chairs for children's reading rooms

Made in quarter-sawed white oak, antique finish, with saddle curved backs and box seats. Four sizes, hight of seat from 14 to 17 inches. These chairs permit the child's feet to rest easily upon the floor and tend to keep young readers comfortable and quiet.

77f	With arms	$5.00
77f1	Without arms	4.50

American bent wood chair

Desk chair with swivel and spring, cane seat and back.

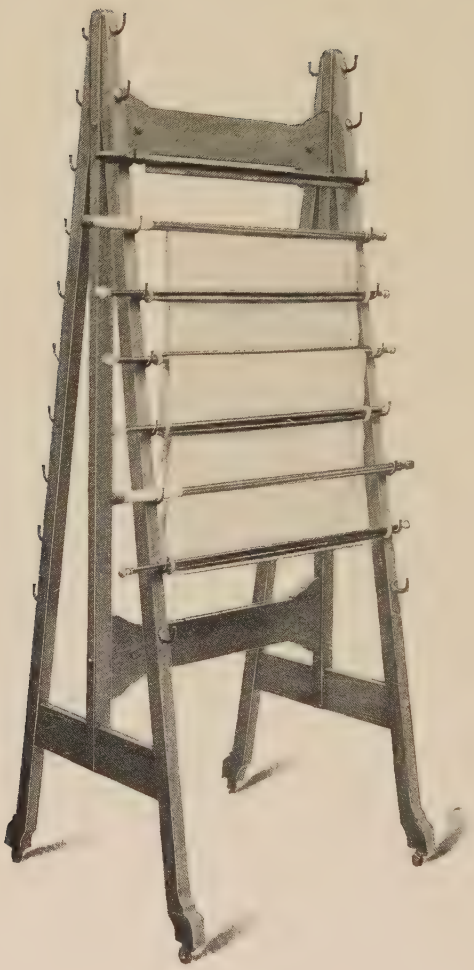
7783	Without arms	$5.00
7784	With arms	6.00

Bent wood chairs

Imported bent wood chairs with cane seats. Rubber tips inserted at extra cost of $3.50 per dozen. Prices of American bent wood chairs, a cheaper grade, on application.

77i1	Without arms	$2.00
77i2	With arms	3.50
77ich	Children's size	2.00

Newspaper rack



Newspaper rack

Made in oak; other woods to order. Occupies very little floor space and permits files to be removed quickly without tearing or disarrangement. Headings of papers so exposed that the one needed can be readily chosen.

78n	In oak	$15.00
78n	In oak, cheaper finish . . .	13.50

Periodical rack

Periodical rack

Made in oak; other woods to order. Current magazines take much less space arranged in this way than on tables, and cannot be knocked off by careless handling. Each periodical is exposed sufficiently for ready identification and can be removed without touching others.

Change of price

78p from $18.00 to $20.00

Periodical rack

Periodical rack

Made in antique oak. Size, 6 ft. 1 in. wide, 5 ft. 6½ in. high, 22 in. deep. Shelves are placed at different angles, giving the greatest possible amount of light. Very useful in libraries with limited table space.

78q $40.00

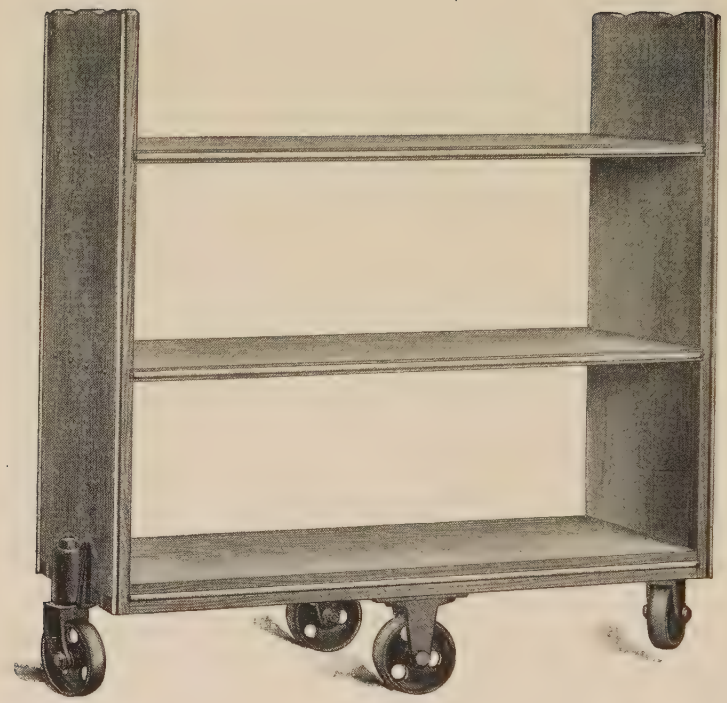
Periodical racks

Periodical rack and file

Made of antique oak; other woods to order. Hight 5 ft. 1 in. width, 5 ft. 1 in. depth, 16 in. The filing drawers hold back numbers for several months. This combined rack and file has been widely adopted and gives complete satisfaction.

78r	. . . . .	$105.00
78r⅔	Two-thirds width, 24 drawers	75.00

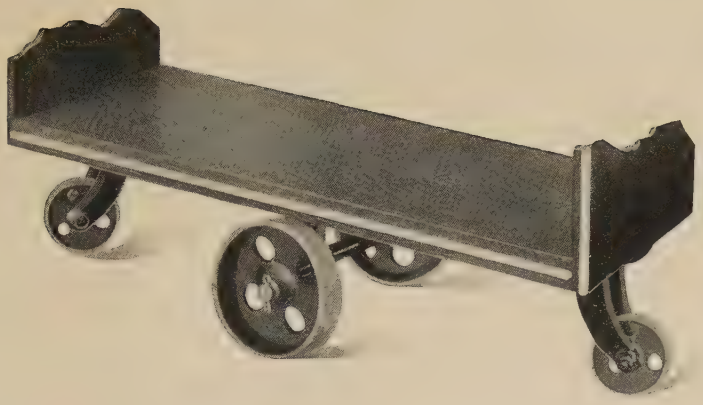
Book truck



Book truck

Made of quartered oak or ash, with three shelves. Total capacity, six standard shelves. Mounted on four large rubber covered wheels so adjusted that the truck can be accurately guided in narrow aisles and around sharp corners. Exposed edges mounted with rubber to prevent injury to stacks or furniture.

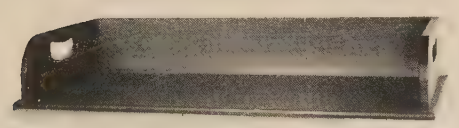
New books can be transferred to truck and rolled from place to place until the bills have been checked, the various records made, plates and numbers inserted and they are ready for their places on the shelves. Truck is of convenient hight to work at while seated and revolves completely on its center.



Book truck

The large wheels and improved mechanism of the new style truck, shown above, make it still easier of draft and absolutely noiseless.

21a1	Improved truck	$30.00
21a2	Standard truck, like cut on page 78 . .	25.00
21a3	Truck, in ash, similar in design to **21a2,** without rubber mounting	15.00



Book tray

Book trays

Quarter-sawed oak mounted with rubber. Adjustable shoulder straps are supplied to suspend the load and leave the hands free.

21e	With straps	$4.50
	Without straps	3.00

Steps

Folding steps

Strongly made of antique oak; can be folded in at a touch making a useful stool. Light and easily carried and take very little space.

79a1	24 in. high	$4.50
79a2	28 in. "	4.75
79a3	32 in. "	5.00
79a4	38 in. "	5.25

Steps

Combined steps and chair

Made of antique oak. The steps are practical, the chair comfortable, strong, compact and easily moved.

79b 38 in. high $4.00

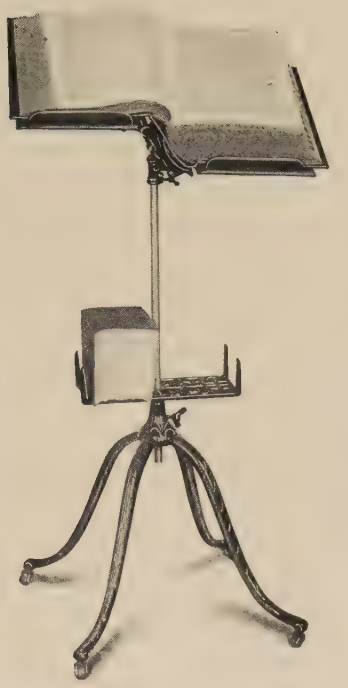
Typewriter stand

L. B. swinging typewriter stand

Made of quarter-sawed oak, antique finish, nickel plated braces and post. Invaluable whenever a writing machine is used in connection with an ordinary or L. B. desk or table, as it places the machine at a proper elevation for use and leaves the desk or table free. It can be attached to either corner of a desk or table in a few moments without defacement of furniture. It is perfectly rigid in use, holds 300 pounds, and instantly swings into position over the lap, or out of the way at the end of the desk. It automatically locks itself in either position by gravity.

86t $5.00

86d2



86d10

Dictionary holders

Dictionary holders

These have iron frame, japanned or bronzed, and oak or cherry tops. Complete catalog showing great variety of sizes and adjustments on request.

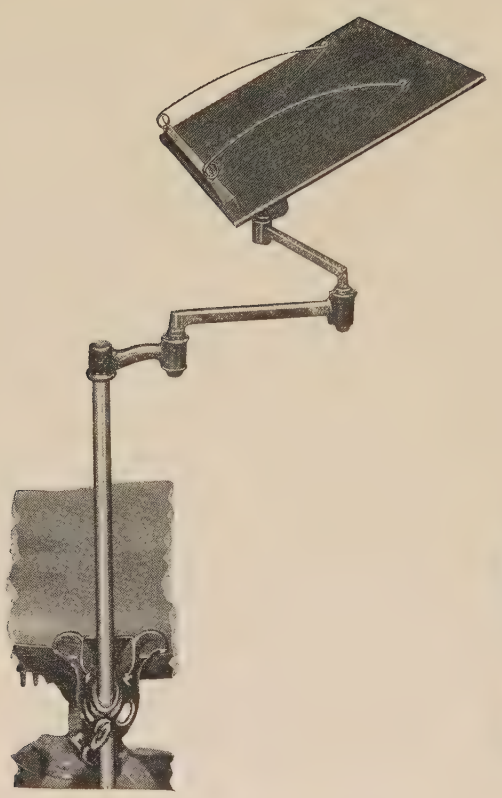
86d2	. . . . .	$5.00
86d3	With side shelf	6.50
86d5	" center "	6.75
86d10	Self adjusting top	5.00

Reading stand

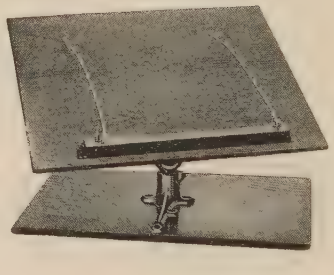
A combination book rest and revolving side shelf attached to a tripod on casters. Walnut, oak or cherry.

86e2	. . . . .	$7.00

Dictionary holders



86f



86h

Perfection book rest

Adjustable to any chair or table and in any position. Has a drawer convenient for writing materials.

86f1	Plain oak, walnut, or cherry	$3.50
86f2	Billiard cloth top	4.00
86f4	Billiard cloth top, with drawer	5.00

Perfection table rest

Adjustable to any angle and revolves at a touch. The base alone is a valuable supplement to **86f.** In oak, walnut, or cherry.

86h	Complete	$2.00
	Base only	.75

73s2

Rotary bookcase

Sargent rotary bookcase

In quarter-sawed oak, antique finish, or birch finished in imitation of mahogany. Revolves evenly and easily on ball-bearing turn-table. Complete catalog showing many sizes and arrangements on application.

73s2	17½ in. square, 31 in. high; two sections, lower 11¾ in. upper 11 in. high . .	$10.00
73s3	17½ in. square, 43 in. high; three sections, lowest 11¾ in. others 11 in. high . .	12.50
73s6	22 in. square, 54 in. high; four sections, lowest 11¼ in. second 10¾ in. third 10¼ in. fourth 10 in. high	22.00
73s9	24 in. square, 53 in. high; four sections. Six side shelves 13¾ in. high, others adjustable	30.00

Shelf attachment, adjustable to any angle, $3.50 extra

Rotary bookcase

73f

Danner revolving bookcase

In quarter-sawed oak or imitation mahogany. Prices for genuine mahogany on application. Complete catalog showing many sizes and styles of arrangement on request.

73a	34 in. high, 19 in. square; two sections, each 11¾ in. high	$9.00
	73e to **73g** all 20 in. square, bottom sections 12 in. upper sections 10 in. high **73e** and **73f** have rope moulding at edge of top	
73e	35 in. high; two sections	12.00
73f	45 in. " three "	14.00
73g	55 in. " four "	16.00
	73h to **73k** all 24 in. square, bottom sections 12 in. upper sections 10 in. high	
73h	39 in. high; two sections	16.00
73i	48 in. " three "	18.00
73j	60 in. " four "	20.00
73k	72 in. " five "	22.00
73k6	72 in. " 32 in. sq. 5 sections; for law books	27.00

Vertical filing system

The most convenient and practical way of keeping the correspondence of a library in order is by the vertical filing system. This needs little explanation for librarians, as in theory and

Vertical filing

operation it is identical with the card catalog system already familiar to them. The matter to be preserved is separated according to correspondent or subject and placed in strong manilla

folders, which are filed on edge in drawers corresponding to the trays of a card catalog. The arrangement may be alphabetic or numeric. In the latter case a card index is used as a key to the numbers. Folders are guided at intervals by manilla guides.

Vertical filing

Useful as this system is for the orderly preservation of correspondence, it is of still greater value in a library for the arrangement of the mass of miscellaneous matter which cannot be kept in order in any other way. Photographs, pamphlets, clippings, manuscript notes and other data relating to a single subject can be brought together and made available for reference when they would otherwise be scattered in several places, and be practically useless.

Filing cabinets

Made in quarter-sawed oak, antique finish. Drawers have extension slides permitting full depth to be used. Following sizes in stock:

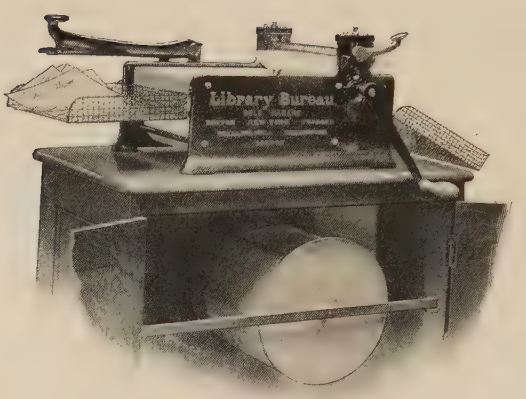
48r2	Two-drawer file with card index trays . .	$35.00
48r3	Three-drawer file on leg base, 19½ in. wide, 51 in. high, 28½ in. deep	35.00
48r4	Four-drawer file	35.00
48r8	Eight-drawer file, 33½ in. wide, 52 in. high, 28½ in. deep	55.00
48r12	Twelve-drawer file, 49 in. wide, 52 in. high, 28½ in. deep	75.00
48r16	Sixteen-drawer file, 64½ in. wide, 52 in. high, 28½ in. deep	95.00
48r	Manilla folders, numbered once at right of long flap . . . . . per 1000	5.50
	Manilla folders, numbered twice "	5.75
	Manilla folders, unnumbered . "	5.00
24r	Manilla guides, fifths, numbered . per 100	1.25

48r2

Two-drawer file cabinet

In quarter-sawed oak, antique finish; other woods to order. Can be built to conform to furniture of private library or librarian's office. The two card drawers have a capacity of 3000 cards. The filing drawers arranged for letters, invoices, pamphlets or miscellaneous matter contain 400 manilla folders each.

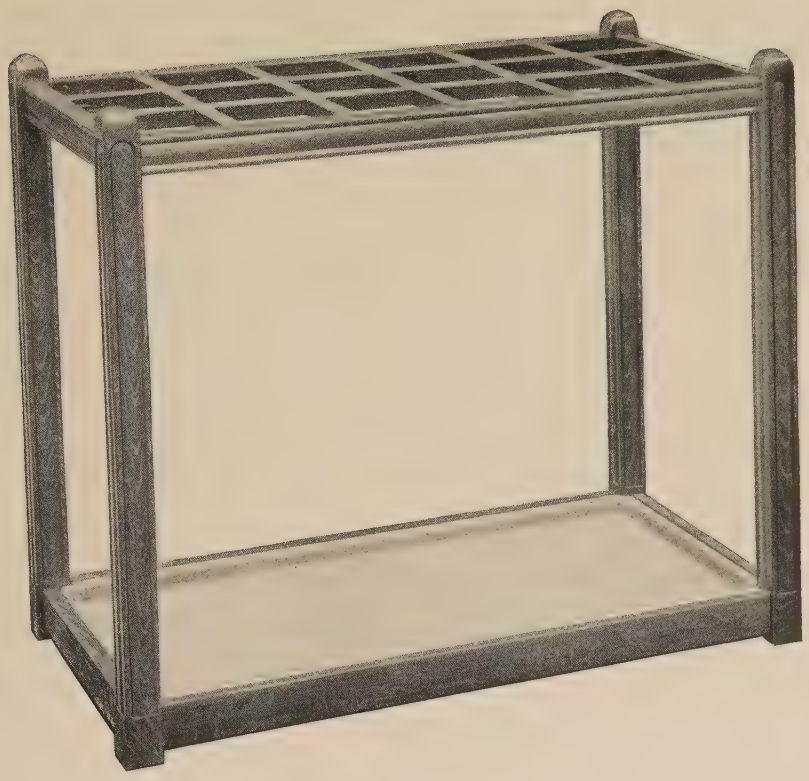
Copier



Library Bureau Copier

Base of quarter-sawed oak, frame of japanned metal. A turn of the crank produces a clear, sharp, permanent copy without injuring in the slightest degree the appearance of the original. Copies are taken consecutively on a roll of tissue paper to which moisture is evenly and automatically supplied. Originals are immediately released, while copies are wound on a reel from which they may be cut at once or left until the end of the day. Writing or drawing ink, indelible pencil, or typewritten matter all appear in the duplicate. The knife mechanism is on a pivot and is out of the way when not in use. Several excellent copies of each sheet may be made when needed. This is the only copying apparatus which leaves perfect originals, invariably yields legible copies, and enormously hastens the getting out of correspondence.

482 . . . . . $35.00

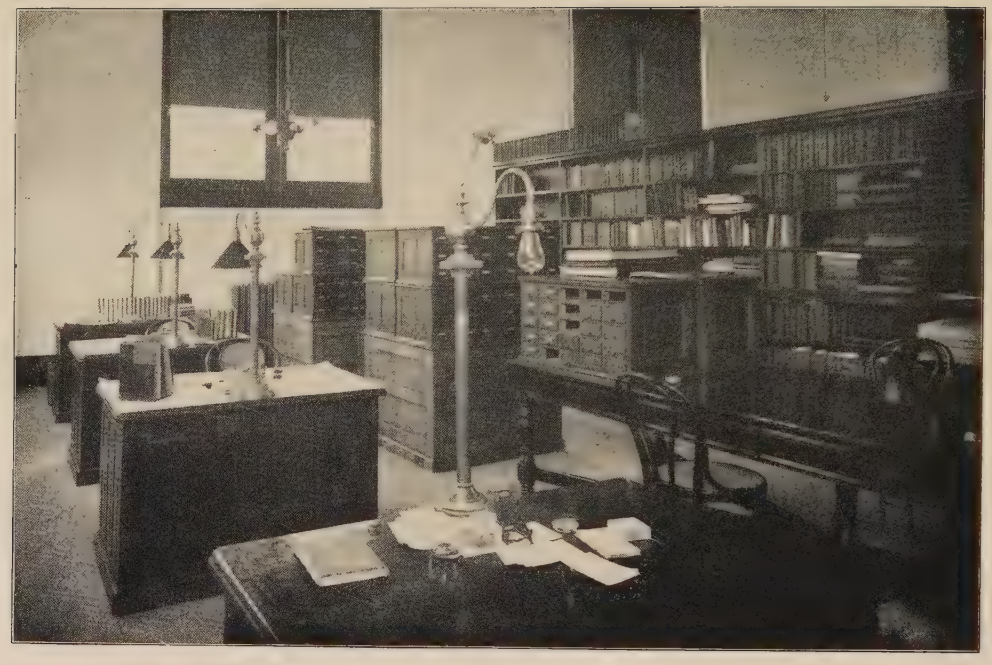


Umbrella rack

Umbrella rack

In white oak, antique finish; other woods to order; zinc tray.

78t	Oak, 18 holes	$18.00
	24 holes	22.00



Cataloging room, Jersey City, N. J., Public Library. Furniture and card catalogs made by Library Bureau

Administrative equipment department

The proper administration of a library requires various appliances more or less technical in character. In this class belong card catalogs, charging systems and the other records by which library property is kept in order, thus insuring the institution against loss, while making its resources available to the fullest extent.

The modern library is democratic in theory. From a mere storehouse for books it has developed into an active educational force, the success of which is measured by its usefulness to the community rather than by its wealth in books, buildings or endowments. The librarian who has kept pace with the advancing ideals of his profession seeks to promote public interest in library work by every means known to him, though this involves constantly increasing labor for himself and his staff — a standard of duty which could never have been established except for the invention and perfection of apparatus for facilitating administrative work.

Theory of modern library

The standard technical appliances for library use are those made by the Library Bureau. No others offered for sale can claim the practically unanimous endorsement of the entire library profession, and no commercial manufacturer of similar equipment commands such mechanical facilities as those controlled by the Bureau. It is obvious that the card records which constitute the most important part of a library's administrative machinery should be of the type most generally approved, since any variation from this standard debars the institution from the advantages resulting from co-operative work, and removes it from the general current of progress. The mechanical excellence of a card outfit is also important, since its usefulness

Mechanical excellence indispensable

diminishes rapidly if material and workmanship fall short of the best; so that a system of manufacture, devised especially to meet the exacting requirements of the library profession, is the only really satisfactory source for technical apparatus and supplies.

Card catalogs

The superiority of cards for a library catalog is now so generally admitted that it is not necessary to review the arguments in their favor. The essential advantages of a record upon cards is that each entry is independent of all the others, yet can readily be kept in correct relation to them. Additions are made by inserting new cards in their proper places, while obsolete matter is simply removed, thus insuring the compactness and comprehensiveness of the record at all times, irrespective of the number and irregularity of the changes made in it.

History of card catalogs

The origin of the card catalog is not definitely known, but as long ago as 1775 the Abbé Rozier of the Paris Academy of Sciences recommended the use of playing cards for an index to the publications of the society. There is abundant evidence of other card indexes in use from the early years of the last century, but the general adoption of the idea was gradual, not from any defect in principle, but because of the difficulty in procuring outfits of sufficient mechanical excellence to give satisfaction. When this difficulty was removed by the organization of the Library Bureau, there was an immediate increase in the number of card catalogs in use and a rapid extension of the card system to other records for libraries and later for commercial business.

Experienced librarians have come to the conclusion that printed library catalogs are of value only as bibliographical works, and are not suitable for individual library catalogs. Occasional printed bulletins serve every purpose of a printed catalog and with far less expense. Mr. John Cotton Dana says in the "Library primer":

Don't make the mistake of spending money at the library's beginning for a printed catalog. It is not a necessity . . . few large libraries now publish complete catalogs. A printed catalog is one of the first things that will be asked for by the public . . . but it is very expensive, it is out of date as soon as issued, it cannot often be sold, it requires training and experience to make it properly and the money it will cost can be better spent otherwise. Do not issue one. Put your time, skill, energy and money into the making of a full card catalog, keep it up to date, give the public access to it and teach them how to use it.

Printed catalogs

A card catalog may be arranged in various ways, according to the judgment of the librarian. The forms most commonly found are the alphabetico-classed catalog, used in connection with an author and title catalog, and the dictionary catalog, which unites all necessary entries in a single record. As each of these systems has its peculiar advantages the choice between them must be governed by circumstances. In general, the weight of professional opinion inclines towards the dictionary catalog for ordinary public use, while for a library devoted to special or technical subjects the classed catalog is more convenient. This subject is thoroughly discussed in the "Library primer" and "Library school rules," or detailed information about catalog forms will be furnished upon application to the Bureau or any of its branches.

Kinds of card catalogs

Cards

It is important that all cards used for catalogs or indexes should be exact in size, as the slightest variation interferes with facility in handling them. A low card between two higher ones is bridged by the fingers and lost. Expert catalogers throw away as useless, because of variation in cutting, cards as well cut as ordinary machinery will permit. Die-cut cards are no better, because the edge of one side is rounded while the other is slightly roughened or burred, so that rapid manipulation of a series of them is impossible.

Cutting

Library Bureau cards are cut with special machinery invented and patented by the Library Bureau, which insures absolute accuracy and a perfect edge on each card.

For a permanent catalog the best quality of stock is not too good. The value of the labor involved in the work of compiling and writing the card catalog is so much greater than the cost of the cards that the slightest sacrifice of durability cannot be justified.

Library Bureau standard cards are pure "linen ledger" stock specially manufactured from our own formulas. This stock is made from new rags of the finest quality. All stock is subjected to chemical analysis to guard against adulteration.

Quality

Many cards now in the market contain wood sulphite, which is difficult to detect but very disastrous to a library catalog, as deterioration begins at once and continues rapidly until re-writing is necessitated. Cheap cards are adulterated with clay, but wood is found in nearly all the commercial grades.

Library Bureau standard cards are not materially affected by years of handling, while the "best bristol," with equally good finish, will wear appreciably at the upper edge, so that newly-added cards project above the older ones in the catalog. Inferior cards are suitable only for temporary uses and should never be employed for a permanent library catalog, which ought to last fifty years, or longer under favorable conditions.

Card writing

The handwriting on all catalog cards should be uniform and legible. The copy used and recommended by the Library schools printed on 33 size cards, as shown under "Publications department," is the best.

For handwriting entries on catalog cards the best and most permanent results are obtained by the use of first-class blue black record fluids. Coal black or aniline inks should on no

Inks

account be used, because they tend to destroy the sizing of the paper, causing the ink to spread and blurr. Robert T. Swan commissioner of public records of the State of Massachusetts says in his little monograph on "Paper and ink" published by the A. L. A., "It is not possible to have a permanent ink that

will be black at first writing . . . Ink should not be blotted . . . No such ink as a free-flowing, jet-black, non-thickening, permanent ink has yet been discovered."

All L. B. card stock is tested with the best blue black fluid which, after careful experiment, we recommend as the most satisfactory ink for all card work.

Erasures should be avoided as much as possible, but where necessary the quality of L. B. standard library cards is such that erasures can be made without destroying the surface of the cards if a proper eraser is used. The best erasers for this purpose are the steel erasers **63e** described under "Supplies department," but these must be kept well sharpened to produce the best results. **Erasures**

Library Bureau standard library cards

Library Bureau standard library cards are made in three weights, designated by the letters **l, r** and **x,** as follows:

l The lightest weight practicable for catalog purposes. The hard sharp edge of this stock partly compensates in quick handling for the thickness of the heavier weights. This weight is specially adapted to very large catalogs where space-saving is important and funds limited.

r Made of the same stock as **l** but one-half heavier. Cards of this weight are more easily handled than the lighter ones, while they occupy less space than the **x** quality and are not so costly. **Weights**

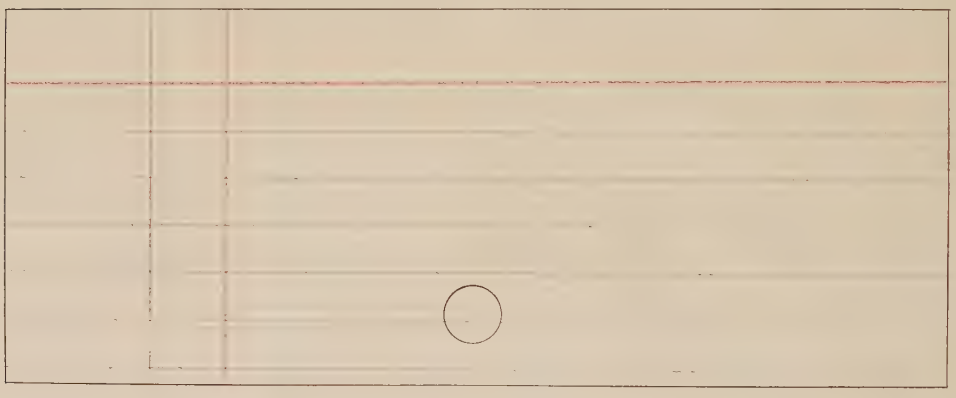
x A double weight card of the highest grade, made only by the Library Bureau and specially suitable for catalog work. The hard stock of which it is composed will wear for many years under continuous use, will stand erasure if proper erasers are used, and is perfect for rapid handling. Where space and expense are not serious considerations this weight and quality of card has no equal for a library catalog.

Sizes and rulings

Library Bureau standard library catalog cards are furnished in two sizes, designated respectively Nos. **32** and **33**, and all three weights are furnished in both sizes, with horizontal and, if desired, vertical standard library ruling, and punched ready for use.

Heavy headlines are used to separate the main entry on the card from other matter, thus assisting the eye to master it at a glance.

32 L. B. standard card



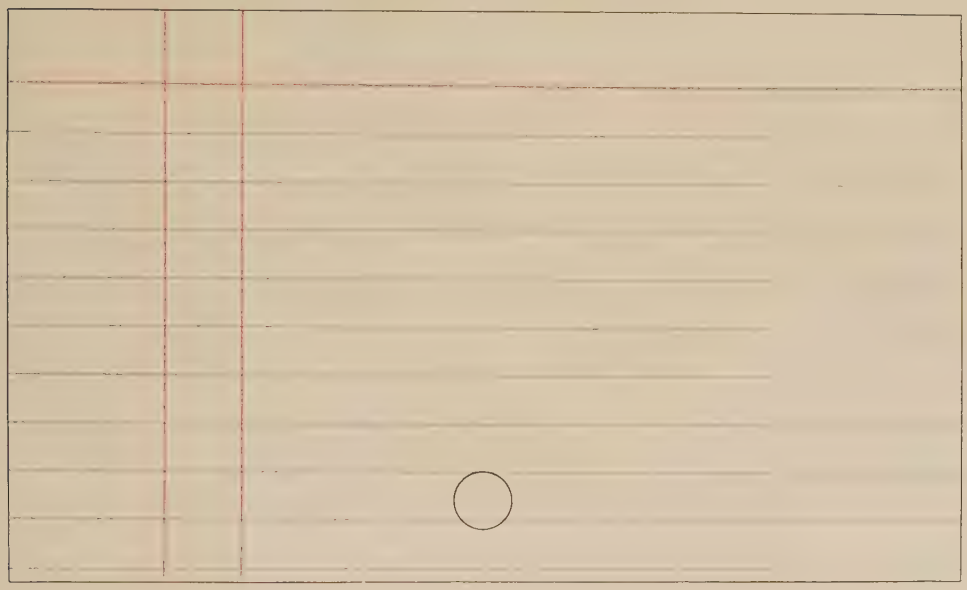
Facsimile, exact size

The size of the **32** card is 5 x 12.5 cm., or approximately, 2 x 5 in. This size was formerly used by libraries for author and title catalogs, but as it allows space for brief entries only, and is not high enough to be read easily in the tray, it has been largely superseded by **33** size. Where strict economy of space is necessary, **32** size cards are still used for catalogs, and more frequently for shelf-lists.

32l	per 1000	$1.60
32r	"	2.00
32x	"	2.60

Discount of 5, 10, 15, or 20 per cent on 5, 10, 15 or 20 thousand cards in one order

The size of the **33** card is 7.5 x 12.5 cm. or approximately, 3 x 5 in. This is the standard library catalog size, and will be found the most satisfactory for all kinds of index and catalog



33 L. B. standard card

Facsimile, exact size

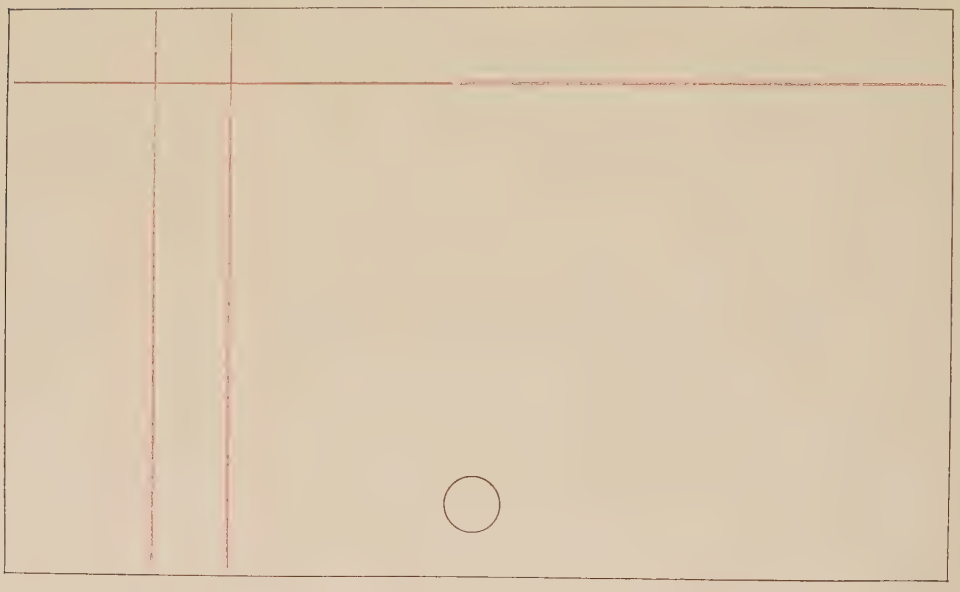
work. Cards of this hight arranged in a tray show the larger portion of their surfaces and can be read with very little handling. Experience has demonstrated that this size gives abundant room for entries. It has been adopted by the American Library Association and the International Association of Bibliographers; and is one of the sizes used by the Post-office department for postal cards.

33l	per 1000	$2.25
33r	"	3.00
33x	"	3.75

Discount of 5, 10, 15, or 20 per cent on 5, 10, 15 or 20 thousand cards in one order.

We carry typewriter cards in stock for libraries preferring to typewrite their card catalogs. These cards are furnished in white, buff, blue and salmon, ruled and punched as

L. B. standard typewriter cards



Facsimile, exact size

in cut. The **33l** is the most practical card to use with the typewriter, as the **x** weight is too heavy to work in the machine.

33ltw	per 1000	$2.25
33rtw	"	3.00

Special colors, rulings and sizes

Buff, salmon and blue cards, uniform in weight and quality with the white cards and having standard ruling, for distinguishing entries of different characters in the same series, are kept in stock. Unruled cards for printing are furnished in the standard weights and sizes.

Cards horizontally ruled but without vertical ruling are carried in stock, and any special ruling can be had to order

The Library Bureau has every facility for executing special orders, and will furnish cards of any size upon request. Standard sizes are, however, strongly recommended for all ordinary catalog and index uses, as they can be supplied immediately and at an appreciably smaller cost, while size 33 is now in such wide use for both independent and co-operative cataloging that its practical advantages outweigh those of any variation that might seem theoretically better.

L. B. No. 1 commercial cards

Cards of the same weights and sizes as the L. B. standard library cards, but of a lower grade stock, are furnished when desired. They are cut, ruled and punched with the same care, and have a writing surface equal to any made. They lack the durable qualities of the standard stock, but are good enough for temporary purposes. They are fully equal in quality to most of the commercial stock in the market which is sold at a higher price, and where cost is a paramount consideration they will be found more satisfactory for catalog work than machine made cards of the same grade. They are designated as No. 1 commercial or **c** cards. The prices are as follows:

Cards for temporary use

32lc	32 size	per 1000	$1.30
32rc	"	"	1.70
32xc	"	"	2.25
33lc	33 size	"	1.75
33rc	"	"	2.25
33xc	"	"	3.00

Catalog and index slips

We furnish catalog and index slips in the standard sizes, cut from two weights of linen paper, punched and with the standard ruling, for temporary indexes or for printer's copy, These slips are not strong enough for permanent use, nor thick enough to be easily consulted in trays or drawers, but though

not adapted to quick handling they are useful for private lists. The weight designated **d** is good linen writing paper; the other, designated **h,** is heavy linen ledger paper. Made in white only, unruled and unpunched.

32d	32 size	per 1000	$0.75
32h	"	"	.90
33d	33 size	"	1.00
33h	"	"	1.25

Specially printed cards

The usefulness of a library card catalog is greatly increased by adding to the standard library cards already described the specially printed cards of various colors recommended in the Library school card catalog rules. Each color represents a different kind of entry, so that the reader knows at a glance whether to look over a certain group or pass it by. For instance, if biographies of Emerson are wanted, it is only necessary to consult the green cards behind the Emerson guide to see exactly what lives the library contains. We furnish these special cards, designated **m** in standard sizes, as follows:

Biography cross-reference cards

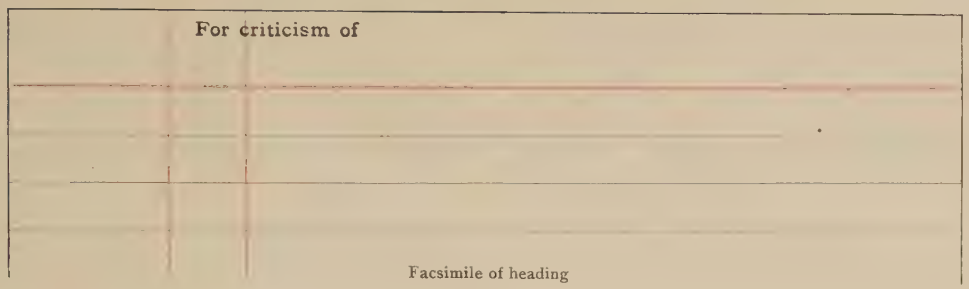
For valuable matter bearing on this subject see
Biography of

Among other lives note specially:-
Call number Life of By

Facsimile of heading

Printed on green stock, **l** weight, with standard ruling.

33ml	33 size	per 1000	$3.00
32ml	32 size	"	2.25

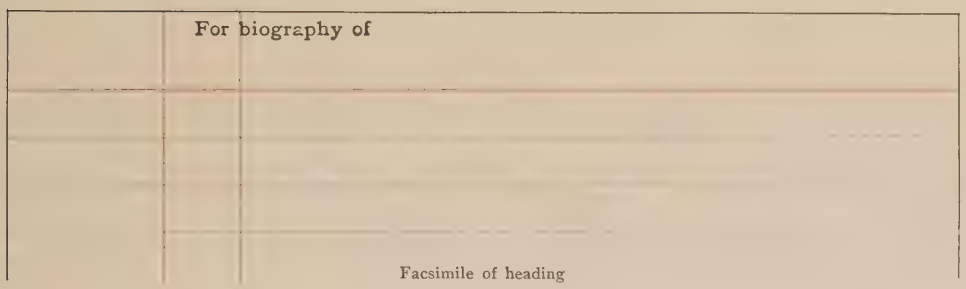


Facsimile of heading

Criticism cards

Printed on buff stock, **1** weight, with standard ruling.

33m2	33 size	per 1000	$3.00
32m2	32 size	"	2.25

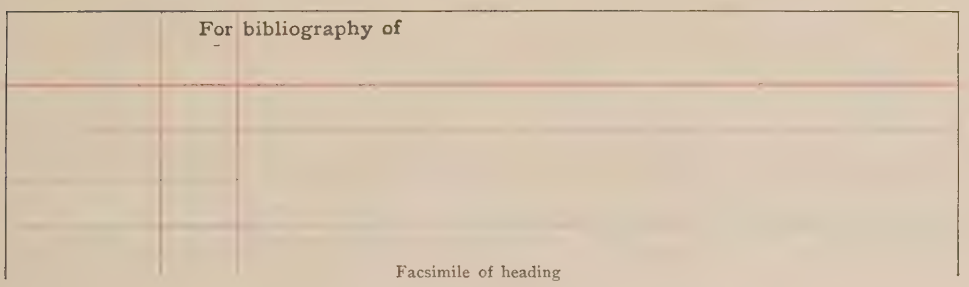


Facsimile of heading

Biography cards

Printed on green stock, **1** weight, with standard ruling.

33m3	33 size	per 1000	$3.00
32m3	32 size	"	2.25



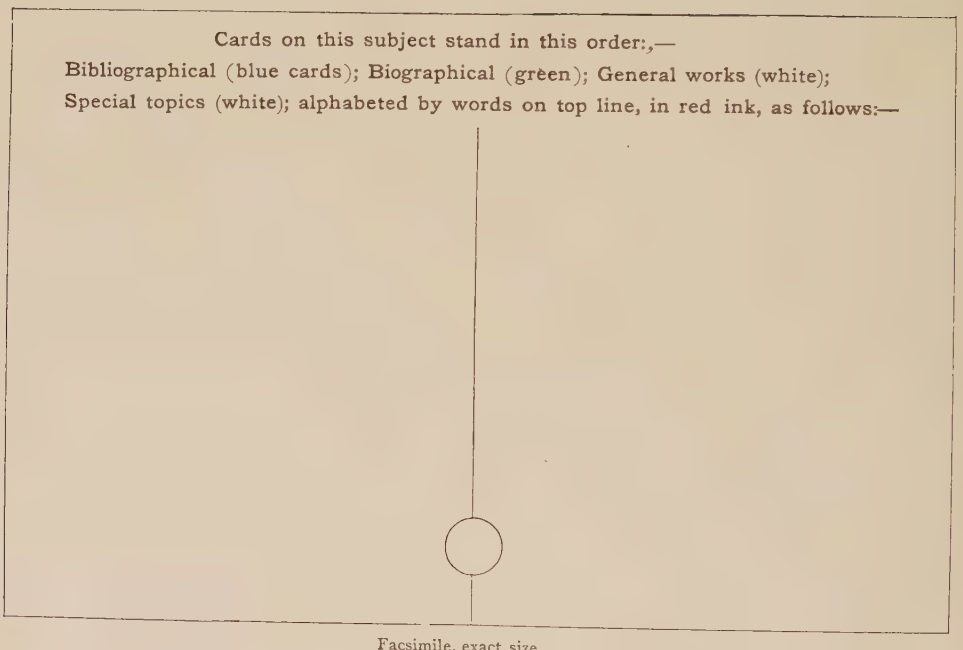
Facsimile of heading

Bibliography cards

Printed on blue stock, **1** weight, with standard ruling.

33m4	33 size	per 1000	$3.00
32m4	32 size	"	2.25

Arrangement cards


Cards on this subject stand in this order:,—
Bibliographical (blue cards); Biographical (green); General works (white);
Special topics (white); alphabeted by words on top line, in red ink, as follows:—

Facsimile, exact size

Printed on white stock, **x** weight, and cut 5mm. higher than the **33** size standard library cards, so as to project slightly above them.

33m5 . . . . . per 1000 $4.00

For popular treatises see:-

For scholarly or exhaustive treatises see:-

Best book cards

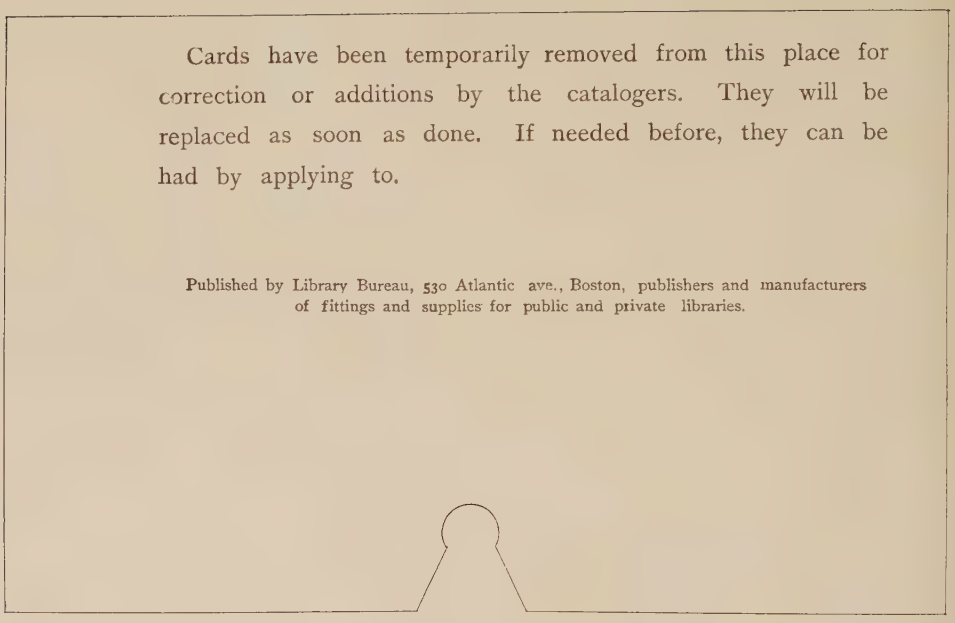
Revised

Facsimile, exact size

Printed on blue stock, **1** weight, and cut to stand 2mm. higher than the other cards, so that the eye recognizes without turning them.

33m6 . . . . . per 1000 $2.50

Removal cards

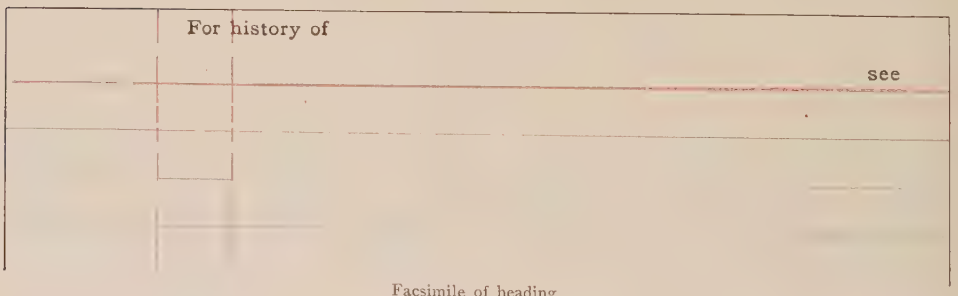

Cards have been temporarily removed from this place for correction or additions by the catalogers. They will be replaced as soon as done. If needed before, they can be had by applying to.
Published by Library Bureau, 530 Atlantic ave., Boston, publishers and manufacturers of fittings and supplies for public and private libraries.

Facsimile, exact size

Printed on green stock, **1** weight, and cut 5mm. higher than standard **33** size cards, so as to project above them.

33m7	33 size	per 1000	$4.00
32m7	32 size	"	3.00

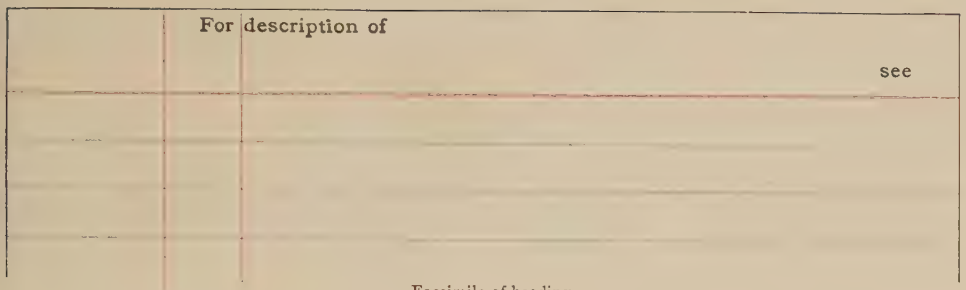
History cards



Facsimile of heading

Printed in black on fawn stock, **1** weight, with standard ruling.

33m8	33 size	per 1000	$3.00
32m8	32 size	"	2.25



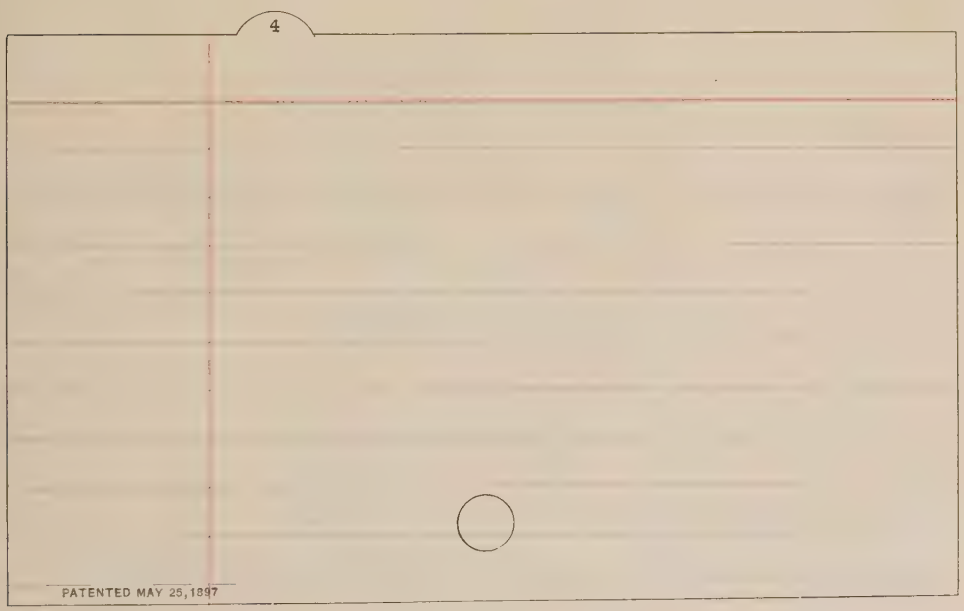
Facsimile of heading

Printed in red on fawn stock, **1** weight, with standard ruling.

33m9	33 size	per 1000	$3.00
32m9	32 size	"	2.25

Tab cards

The recent invention and introduction of cards with projecting tabs (patented) provides for a still more minute classification of catalogs, indexes, or lists than is feasible with the use of colors only. When tab cards of different colors are



Facsimile exact size

used it is possible to subdivide, classify, and combine, in a single catalog or index, information previously obtainable only by consulting several. The different positions of the tabs on the cards indicate separate classes or distinctions; or abbreviated headings can be printed to order on the tab projections for special requirements. These cards are especially useful for subject catalogs, shelf-lists, subscription lists, or newspaper and periodical check lists. An extra charge is made for tab cards. Prices on application.

Guides

The first essential to the efficiency of a card catalog is legible, uniformly written cards, strictly arranged; the second is the frequent insertion of legible guides. It is almost impossible to have too many of these, since they serve to subdivide the catalog and locate by their headings any part of the information contained in it. Any entry in a properly guided card catalog is found by simply touching one or two cards, whereas fewer guides would necessitate a much greater amount of fingering. Guide cards are extensively used in various ways by librarians for guiding memoranda, indexes, and for other purposes.

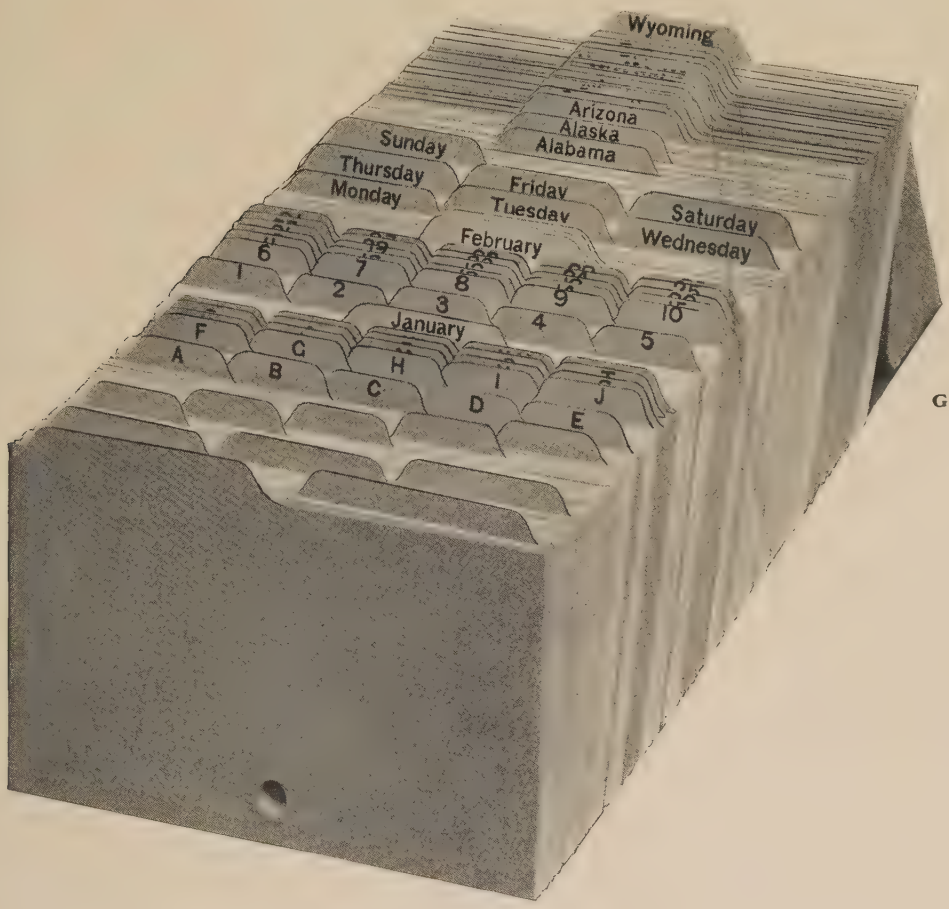
Library Bureau guides are made from Library Bureau standard stock of **x** weight, which is very durable. They are cut to allow an upright projection showing one-fifth, one-third, or one-half the length of the cards, and stand one-half a centimeter (.5 cm) above them; so that in a series of guides in sequence one does not obscure the view of the other.

Directions for ordering guides

In ordering guides the cut and color should both be specified, and the number of guides required in each position. For card catalogs buff halves or thirds are recommended. Guides are furnished in buff, blue, salmon and white.

The Library Bureau has special machinery of its own invention for printing any series of required headings on the projections of guides. These printed headings cost very little

more than writing in long hand or with the typewriter, and the gain in legibility is very great. Copy for printed headings should be arranged according to the cut of guides

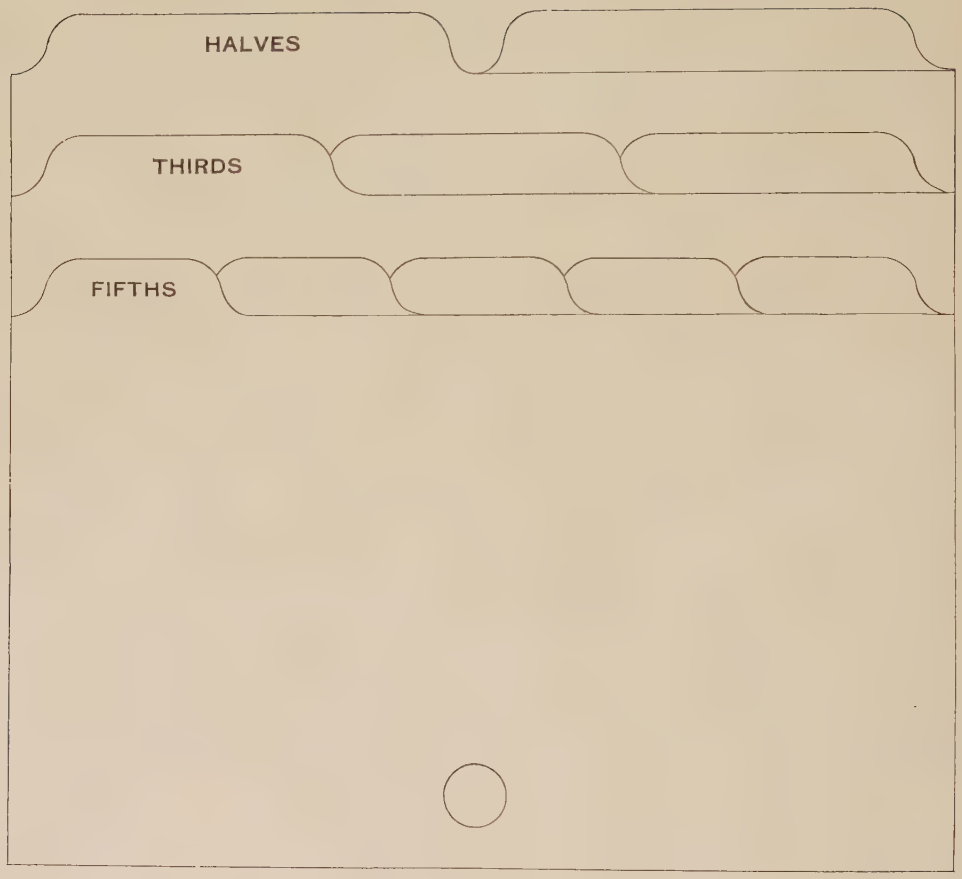


Guides

A collection of guides, showing different cuts and headings

selected, i. e., if half guides are chosen the copy should read alphabetically or numerically across the page in two columns, or if thirds are used it should read across the page in three columns. The cost of printing guides in quantities is approximately two cents each. The prices of guides in stock are as follows:

Guides of various sorts



Exact size of guides for 33 size cards

24f1	Plain guides, in thirds, halves or fifths, for 32 size cards	per 1000	$5.00
24f2	The same, for 33 size cards . .	"	6.00
24f4	A to Z guides, for 32 size cards .	per set	.25
24f5	" for 33 size cards .	"	.25
	125 A to Z subdivisions . . .	"	1.75
	250 " " . . .	"	3.50
	500 " " . . .	"	7.00
24f6	Month guides, for 33 size cards, buff or blue,	per set	.15
24f8	Week guides, for 33 size cards, in buff	"	.10
24f10	Day guides, 1 to 31, for 33 size cards	"	.30
24f12	State guides. Names of the states and territories, for 33 size cards, in buff, . .	"	.50

Complete card outfits

These consist of cases or cabinets with their proper complement of cards and guides and the mechanical devices for facilitating their use. Outfits range in size from the small pasteboard box for a hundred cards to the 96-tray cabinet for 112,000 cards and 5000 bristol guides. Though varying so widely in capacity the outfits are alike in principle, and are based on plans which have been tested by long experience and represent the consensus of professional approval. These outfits are further distinguished by the highest degree of mechanical excellence as regards both cabinets and cards. Card outfits

Card outfits should be ordered as a whole whenever this is practicable. Comparison of outfit prices with the prices of cards and cabinets bought separately will show that a considerable discount is allowed on complete orders. In making up outfits the estimated proportion of guides is one for every twenty cards.

Tray accessories

To prevent disarrangement through carelessness or accident, cards are held in place in their trays by guard rods passed through holes punched near the lower margin of the cards. When new cards are to be added, or old ones removed, this rod can be easily withdrawn and replaced when the work is done.

The best rod for use in a library catalog is the lever-key rod, which can be removed only by means of a key inserted in a groove of the escutcheon. This prevents irresponsible persons from tampering with the cards or changing their arrangement in the cabinets. For catalogs or indexes accessible only to library officials and other responsible persons the simpler screw front rod meets every requirement. It has no key, but is released by turning a knob from the front of the tray or drawer. Rods

The Library Bureau is prepared to fit cases with any rod which may be desired, but those described have proved specially satisfactory for library use.

Locks

It is sometimes advisable to guard special catalogs from careless or mischievous persons. This is effectually accomplished by the interior locking attachment devised and patented by the Library Bureau. This mechanism locks each tray or drawer automatically. It is applied only when specially ordered, and costs fifty cents for each tray or drawer in cabinet exceeding four trays.

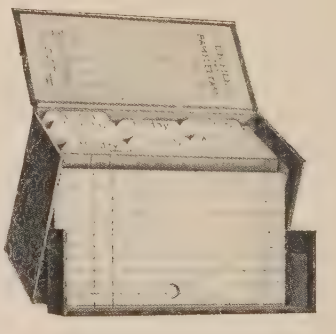
In order that cards may rest in a proper position for reference, angle blocks are placed in each end of the tray or drawer. Front blocks are fixed, while the rear ones are adjustable for holding the cards of a partly filled tray in a convenient position for handling.

Portable and desk outfits

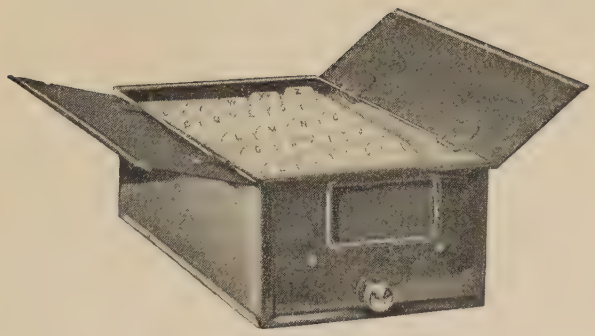
Card outfits

These consist of cases and trays with L. B. library standard cards and guides, exactly the same as those used in the larger outfits, to which they can be transferred as growth demands. Any of the three weights of cards can be had, though, unless otherwise specified, **33l** cards with A to Z guides will be furnished. All outfits except the **22c** are fitted with screw rods and angle blocks.

Substantial pasteboard box, reinforced at the joints, covered with marbled paper, 200 **33l** cards and A to Z guides. This outfit is useful for notes, memoranda, references and addresses, and is small enough to slip into a pocket.



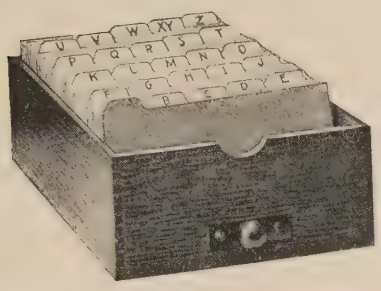
	Case	Guides	Cards	Complete outfit
22c	15c.	25c.	200 33L 45c.	75c.



Desk outfit

Japanned tin tray with folding cover and handle, with full equipment of cards and guides.

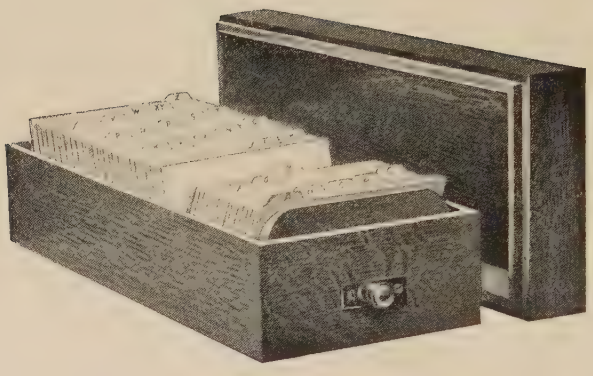
	Case	Guides	Cards	Complete outfit
22c2	$1.00	25c.	800 33L $1.80	$2.75



Desk outfit

Oak tray, without cover, with full equipment of cards and guides.

	Case	Guides	Cards	Complete outfit
22c6	$1.00	25c.	800 33L $1.80	$2.75



Desk outfit

Larger oak tray, with cover. Used also for a charging tray case for the **34a1** borrowers' cards, with date guides 1–31 substituted for A to Z guides.

	Case	Guides	Cards	Complete outfit
22c7	$2.75	25c.	1000 33L $2.25	$5.00

Tickler outfit

Small oak tray with cover and full equipment of cards and A to Z guides, or month, day and week guides, to remind the librarian of things to be done on certain dates Also a valuable index to memoranda.

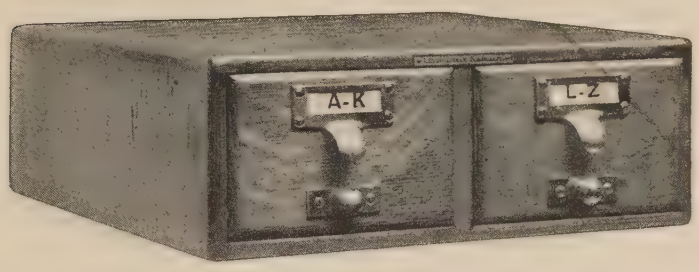
	Case	Guides	Cards	Complete outfit
22c8	$2.00	A–Z, 25c.	500 33JC 88c.	$3.00
		Month, 15c. Day, 1–31, 30c.		3.25

Tray cabinet outfits

The cabinets illustrated in the following pages are the standard type with the improved tray cut down at the sides. These are recommended as the most durable and practical, but we supply also the close construction cabinet without cross sections in the same sizes and at the same prices. Illustrations of the close construction cabinets will be found on pages 126–130.

Cabinets with two to fifteen trays are made with flush ends and tops to fit closely as new ones are added. Two to six-tray cabinets are used conveniently on desks and tables. For cabinets with nine or more trays bases are supplied to bring the trays to a convenient level. Tray cabinets for 32–size cards made to order. Prices on application.

Card outfits



Two-tray standard cabinet

Size { 12⅜ in. wide, 4⅜ in. high, 13½ deep.
31.5 cm. wide, 11 cm. high, 34 cm. deep.

Quartered oak cabinet with full equipment of cards in any weight selected and 100 guides. Other woods to order.

	Oak cabinet	Guides	Cards			Complete outfit
22d2	$5.00	60c.	2000	33L	$4.50	$9.00
			1500	33R	4.50	9.00
			1000	33X	3.75	8.50

Four-tray standard cabinet

Size { 12⅞ in. wide, 8⅜ in. high, 13½ in. deep.
{ 31.5 cm. wide, 21 cm. high, 34 cm. deep.

Quartered oak cabinet with full equipment of cards in any weight selected and 200 guides. Other woods to order.

	Oak cabinet	Guides	Cards			Complete outfit
22d4	$8.00	$1.20	4000	33L	$9.00	$15.00
			3000	33R	9.00	15.00
			2000	33X	7.50	14.00

Six-tray standard cabinet

Size { 12⅜ in. wide, 12⅜ in. high, 13½ in. deep.
31.5 cm. wide, 31.5 cm. high, 34 cm. deep.

Quartered oak cabinet with full equipment of cards in any weight selected and 300 guides. Other woods to order.

	Oak cabinet	Guides	Cards			Complete outfit
22d6	$12.00	$1.80	6000	33L	$13.50	$22.00
			4500	33R	13.50	22.00
			3000	34X	11.25	20.50

Nine-tray standard cabinet

Size { 18 7/16 in. wide, 12 3/8 in. high, 13 1/4 in. deep.
46.8 cm. wide, 31.5 cm. high, 34 cm. deep.

Quartered oak cabinet with full equipment of cards in any weight selected and 500 guides. Other woods to order.

	Oak cabinet	Guides	Cards			Complete outfit
22d9	$18.00	$3.00	9000	33L	$20.25	$34.00
			6800	33R	20.40	34.00
			4500	33X	16.88	32.00

Twelve-tray standard cabinet

Size { 17½ wide 17¼ in high, 16 in. deep.
49.5 cm. wide, 43.8 cm. high, 40.5 cm. deep.

Quartered oak cabinet with full equipment of cards in any weight selected and 800 guides. Other woods to order.

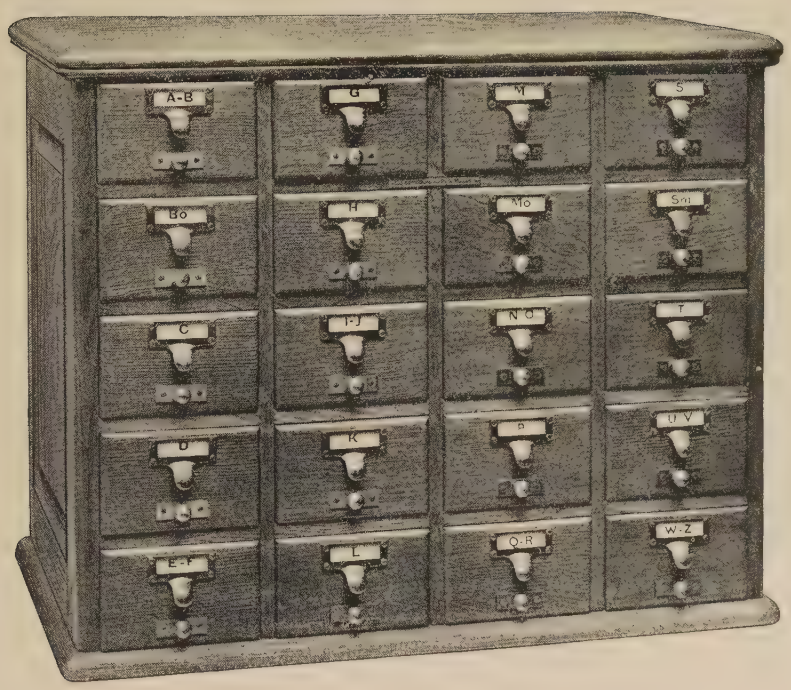
	Oak cabinet	Guides	Cards			Complete outfit
22d12	$27.50	$4.80	15,000	33L	$33.75	$55.00
			11,000	33R	33.00	55.00
			7,500	33X	28.13	51.00

Fifteen-tray standard cabinet

Size { 19½ in. wide, 21 5/16 in. high, 16 in. deep.
49.5 cm. wide, 54 cm. high, 40 5 cm. deep.

Quartered oak cabinet with full equipment of cards in any weight selected and 1000 guides. Other woods to order.

	Oak cabinet	Guides	Cards			Complete outfit
22d15	$33.00	$6.00	18,000	33L	$40.50	$68.00
			13,500	33R	40.00	68.00
			9,000	33X	33.75	63.50



Twenty-tray standard cabinet

Size { 27⅛ in. wide, 22½ in. high, 17⅛ in. deep.
{ 68.9 cm. wide, 57.1 cm. high, 43 5 cm. deep.

Quartered oak cabinet with finished mouldings and paneled back and ends. Full equipment of cards in any weight selected and 1400 guides. Other woods to order.

	Oak cabinet	Guides	Cards			Complete outfit
22d20	$44.00	$8.40	24,000	33L	$54.00	$90.00
			18,000	33R	54.00	90.00
			12,000	33X	45.00	84.00

Thirty-tray standard cabinet

Size { 34¼ in. wide, 26⅜ in, high, 17⅛ in. deep,
84.5 cm. wide, 67.3 cm. high, 43.5 cm. deep.

Quartered oak cabinet with finished mouldings and paneled back and ends. Full equipment of cards in any weight selected and 2000 guides. Other woods to order.

	Oak cabinet	Guides	Cards			Complete outfit
22d30	$65.00	$12.00	36,000	33L	$81.00	$130.00
			27,000	33R	81.00	130.00
			18,000	33X	67.50	121.00

Card outfits

See page 124

Sixty-tray standard cabinet and base

Size { 41⅜ in. wide, 59 in. high (with base), 17⅜ in. deep.
105 cm. wide, 149.8 cm. high (with base), 44 cm. deep.

Card outfits

Quartered oak cabinet and base, with paneled back and ends. Slides for resting the trays during consultation; full equipment of cards in any weight selected and 4000 guides. Other woods to order.

	Oak cabinet and base	Guides	Cards			Complete outfit
22d60	$125.00	$24.00	72,000	33L	$162.00	$260.00
			54,000	33R	162.00	260.00
			36,000	33X	135.00	242.00

Bases for standard cabinets

Bases

Standard cabinets with twelve or more trays may be supplied with open bases matching them in material and design. These bases have a uniform hight of 25 inches and are designed to bring the trays to a convenient level for consultation. Revolving bases on ball-bearings are supplied for twelve and fifteen tray cabinets. The prices for bases to standard cabinets are as follows:

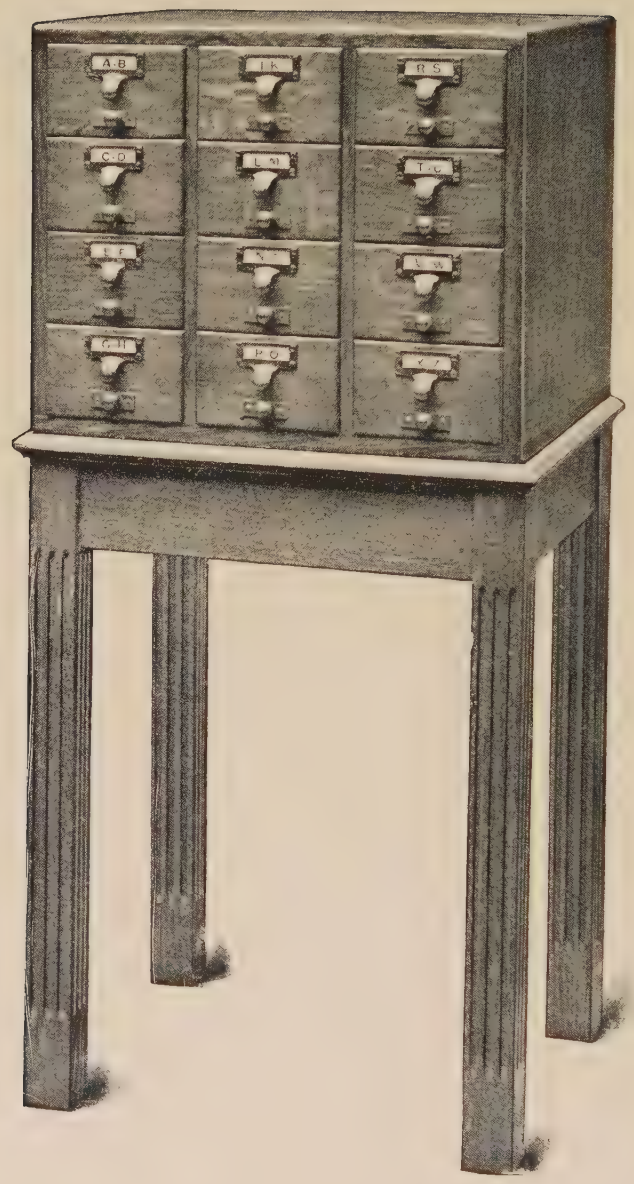
22ws1	for 9, 12 or 15	tray	cabinet	. . .	$7.00
22ws2	" 20	"	"	. . .	8.00
22ws3	" 30	"	"	. . .	9.00

Close construction cabinets

Close construction cabinets corresponding in capacity to standard cabinets are furnished at the same prices. This style of cabinet is built without cross sections, so that the vertical measurement for any given number of trays is somewhat less than that of the standard cabinets. A table of dimensions for close construction cabinets is given below, and illustrations of the larger sizes with bases will be found on pages 126–30.

Dimensions

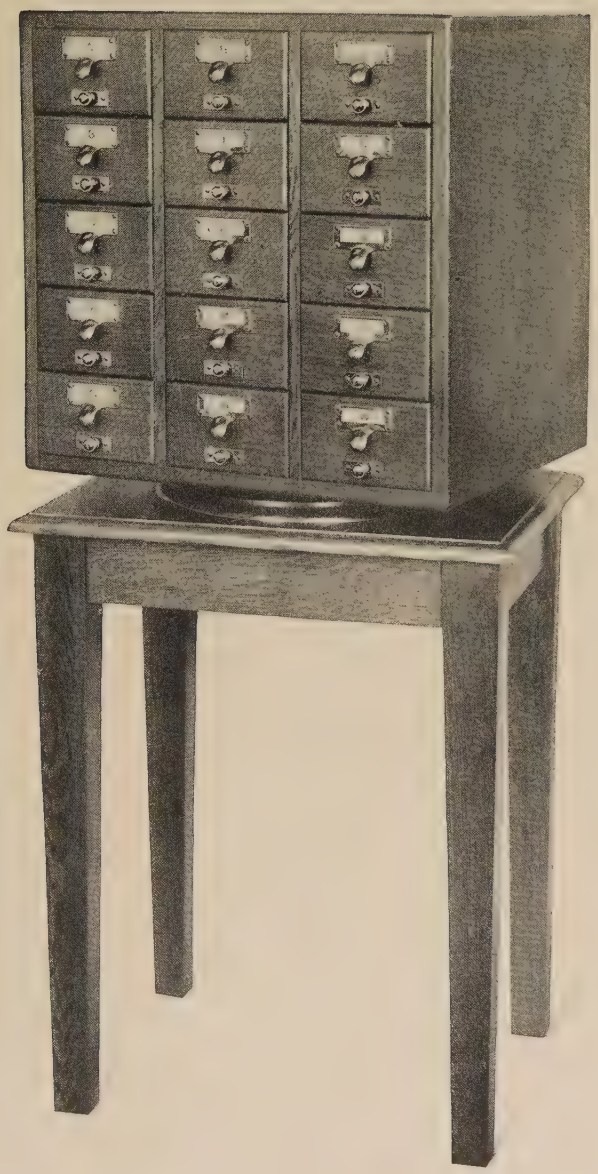
		Wide	High	Deep
22d2a	Two trays	12½ in. 31.8 cm.	4⅜ in. 10.7 cm.	13½ in. 34.3 cm.
22d4a	Four trays	12½ in. 38.7 cm.	17⅝ in. 44.8 cm.	19¾ in. 50.2 cm.
22d6a	Six trays	12½ in. 31.8 cm.	11½ in. 29.2 cm.	13½ in. 34.3 cm.
22d9a	Nine trays	18½ in. 47 cm.	11½ in. 29.2 cm.	13½ in. 34.3 cm.
22d12a	Twelve trays	19½ in. 49.5 cm.	15¾ in. 40 cm.	15¾ in. 40 cm.
22d15a	Fifteen trays	19 in. 48.2 cm.	19¼ in. 49 cm.	15¾ in. 40 cm.
22d20a	Twenty trays	22⅝ in. 70.2 cm.	20 in. 50.8 cm.	16⅞ in. 42.9 cm.
22d30a	Thirty trays	34 in. 86.4 cm.	23½ in. 59.7 cm.	16⅞ in. 42.9 cm.
22d60a	Sixty trays	42½ in. 108 cm.	60 in. (with base) 152.4 cm.	16⅝ in. 42.3 cm.
22d96a	Ninety-six trays	53¾ in. 136.5 cm.	69$\frac{9}{16}$ in. (with base) 176.5 cm.	17⅜ in. 44.2 cm.



Base

Oak base for twelve or fifteen tray close construction cabinet. Hight, 26 in. (66.5 cm).

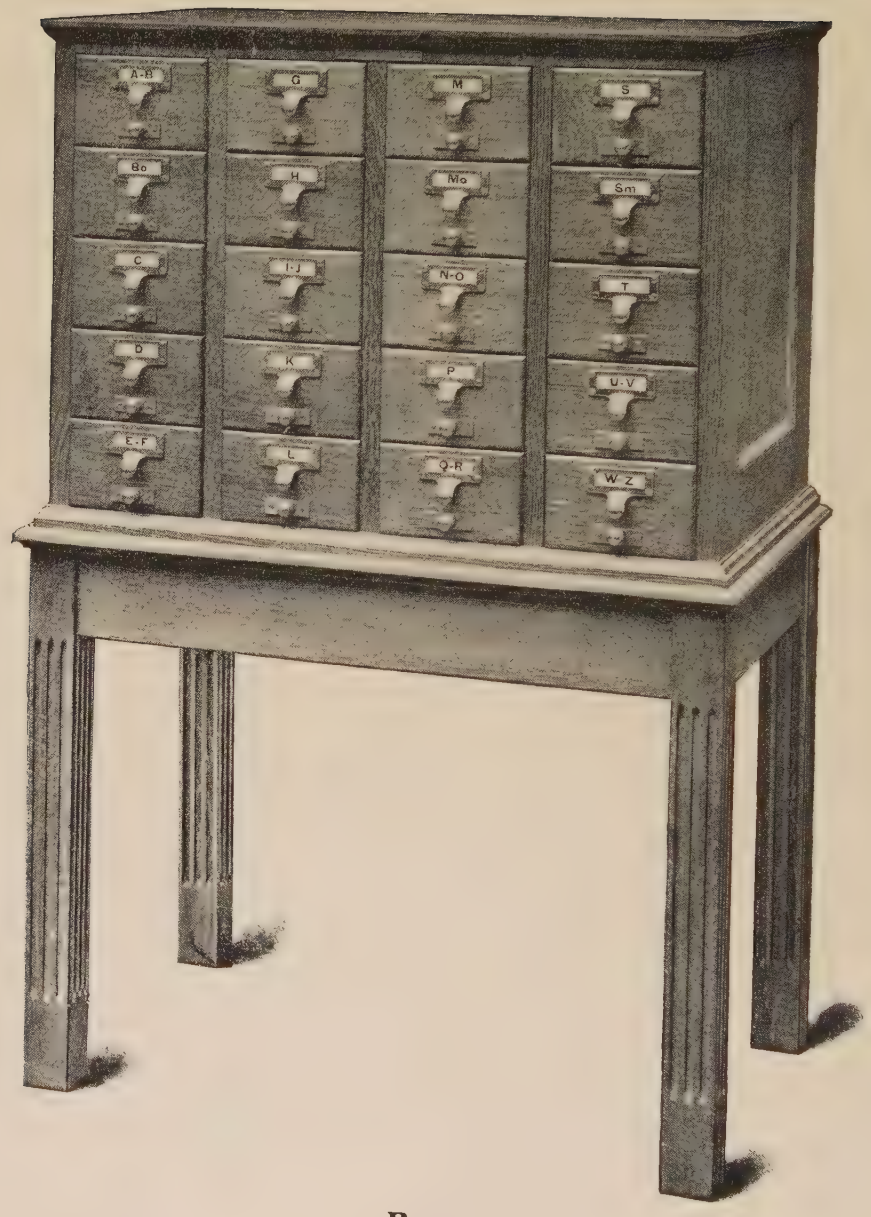
22w9 Base alone $7.00



Revolving base

Oak base on ball-bearings for twelve or fifteen tray close construction cabinet. Hight, 26 in. (66.5 cm).

22w8 Base alone $7.50



Base

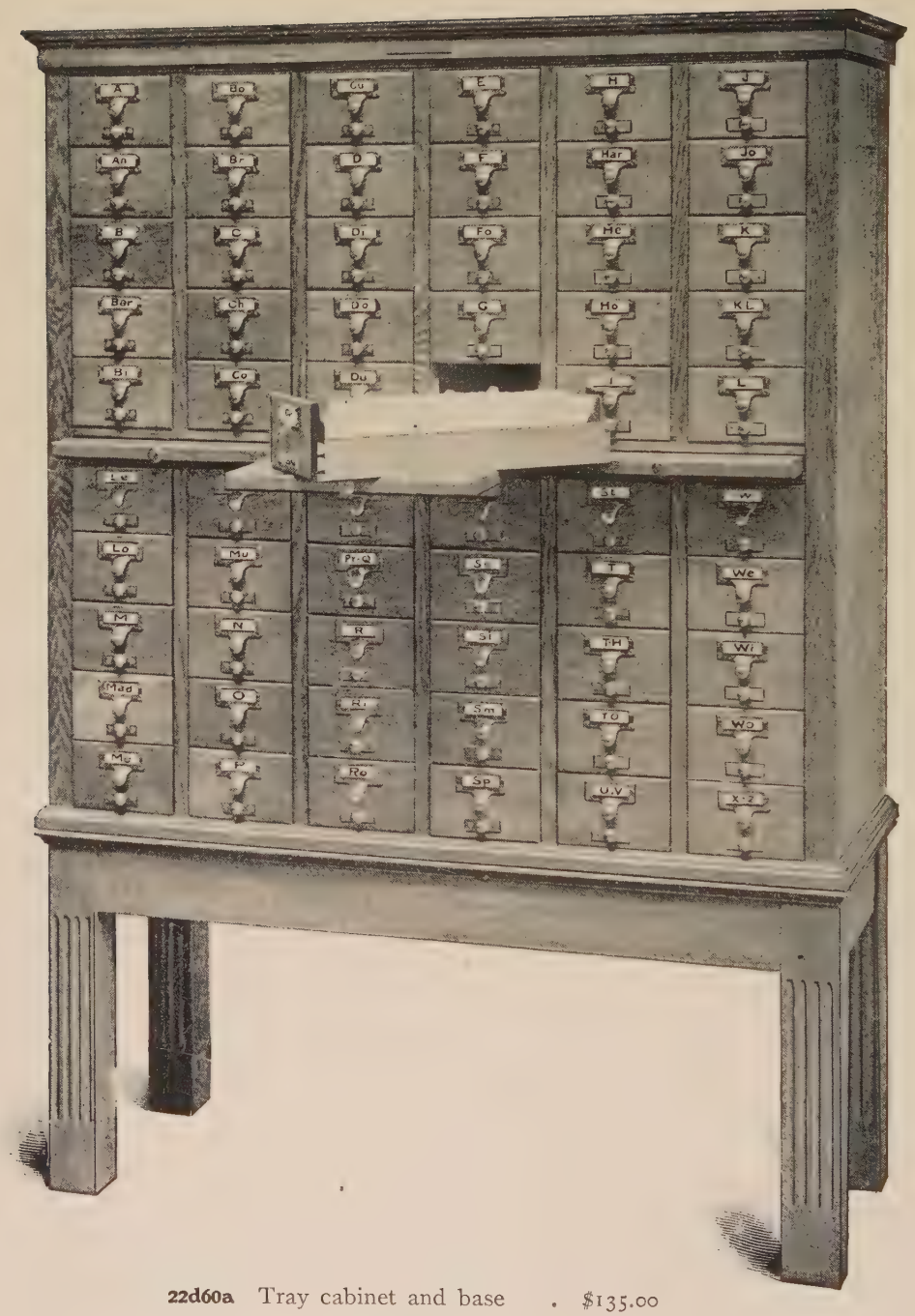
Oak base for twenty tray close construction cabinet. Hight, 22⅜ in. (56.8 cm).

22w10 Base alone $8.00

Base

Oak base for thirty tray close construction cabinet. Hight, 18⅞ in. (46.6 cm).

22W11 Base alone $9.00



22d60a Tray cabinet and base . $135.00

Drawer cabinet outfits

The weight of professional opinion is overwhelmingly in favor of tray cabinets for library card catalogs. Trays are shorter, narrower and lighter than drawers, and can easily be removed from the cabinet and carried to a table or desk for consultation, permitting several persons to use the catalog comfortably at the same time. Tray cabinets with their smaller unit of division can be placed in spaces which would not admit drawer cabinets, and sections can be added as the catalog grows.

Drawer cabinets are still used, however, in some instances on account of the individual preference of the librarian, more often for the sake of uniformity in a library already equipped with them. They are furnished in either standard or close construction in the various sizes and styles described in the following pages. Drawers run on duplex slides, so that they are securely supported when fully drawn out. The sides are cut down like those of improved trays to permit easy handling of cards, and each drawer is fitted with rods, angle blocks, pull and label holders. Locking device at slight additional cost when desired.

Standard drawer cabinets.

Standard drawer cabinets correspond in structure to standard tray cabinets. They have horizontal cross frames between the drawers, moulded tops and bases, paneled ends and backs.

Card outfits

Three-drawer standard cabinet

Size { 15⅝ in. wide, 15¼ in. length, 20⅜ in. deep.
38.7 cm. wide, 38.7 cm. high, 51 cm. deep.

Oak, walnut or cherry cabinet, with full equipment of cards in any weight selected and 500 guides. In mahogany $3.00 additional.

	Cabinet	Guides	Cards			Complete outfit
22x3	$19.00	$3.00	9000	33L	$20.25	$36.00
			6000	33R	18.00	34.00
			4500	33X	16.88	34.00

Six-drawer standard cabinet

Size { 29 in. wide, 15¼ in. high, 2¼ in. deep.
73.5 cm. wide, 38.7 cm. high, 61.5 cm. deep.

Oak, cherry or walnut cabinet, with full equipment of cards in any weight and 1500 guides. In mahogany $5.00 additional.

	Cabinet	Guides	Cards			Complete outfit
22x6	$35.00	$9.00	22,500	33L	$50.63	$76.00
			16,000	33R	48.00	74.00
			11,000	33X	41.25	70.00

Eight-drawer standard cabinet

Size { 29 in. wide, 19⅝ in. high, 24¼ deep.
73.5 cm. wide, 50 cm. high, 61.5 cm. deep.

In oak only. Other woods to order. Full equipment of cards in any weight selected and 2000 guides.

	Cabinet	Guides	Cards			Complete outfit
22x8	$45.00	$12.00	29,000	33L	$65.25	$96.00
			21,000	33R	63.00	94.00
			14,500	33X	54.38	92.00

Nine-drawer standard cabinet

Size { 42⅜ in. wide, 15¼ in. high, 24½ in. deep.
107.5 cm. wide, 38.7 cm. high, 61.5 cm. deep.

Oak only, other woods to order, with full complement of cards and 2,000 guides.

	Cabinet	Guides	Cards			Complete outfit
22x9	$50.00	$12.00	32,000	33L	$72.00	$107.00
			24,000	33R	72.00	107.00
			16,000	33X	60.00	100.00

Twelve-drawer standard cabinet

Size { 42⅜ in. wide, 16⅝ in. high, 25¼ in. deep.
107.7 cm. wide, 50 cm. high, 61.5 cm. deep.

Oak only, other woods to order, with full equipment of cards in any weight selected and 2500 guides.

	Cabinet.	Guides	Cards.			Card outfits. Complete outfit.
22x12	$60.00	$15.00	43,000	33L	$96.75	$140.00
			32,000	33R	96.00	140.00
			21,500	33X	80.63	130.00

Fifteen-drawer standard cabinet

Size { 42⅜ in. wide, 24 in. high, 24¼ in. deep.
107.7 wide, 61 cm. high, 61.5 cm. deep.

Oak only, other woods to order, with full equipment of cards in any weight selected and 3000 guides. Outfit prices on application.

22x15	Cabinet alone	$75.00

Eighteen-drawer standard cabinet on base

Eighteen-drawer standard cabinet on closed base. Outfit prices on application.

Nine-drawer standard cabinet on base

Nine-drawer standard cabinet on cupboard base. Price of outfit on page 134. Price of base on page 138.

Bases for standard drawer cabinets

The following bases are supplied in quarter-sawed oak antique finish, to fit and match standard L. B. cabinets. Other woods to order.

Card outfits

Cupboard base with doors and adjustable shelves shown on page 137. Paneled on all four sides. Dimensions, 38 in. high, 43¼ in. wide, 25 in. deep. For use with 9-drawer cabinet or with 12-drawer cabinet for 32 cards.

22w1 In oak $25.00

Base similar to above for 6 and 8-drawer cabinets. Also for 8-drawer cabinet for 32 cards. Dimensions, 38 in. high, 30 in. wide, 25 in. deep.

22w2 . . . . . $22.00

Base similar to above, with open back and without doors, for 9-drawer cabinet or 12-drawer cabinet for 32 cards. One fixed shelf. Dimensions, 38 in. high, 30 in. wide, 25 in. deep.

22w3 . . . . . $15.00

Table base for 9-drawer cabinet or for 12-drawer cabinet for 32 cards. Open sides and ends. One fixed shelf.

22w6 . . . . . $11.00

Base for 3 and 4-drawer cabinets. Open rail ends and one fixed shelf. Dimensions, 38 in. high, 16 in. wide, 20¾ in. deep.

22w7 . . . . . $8.00

Close construction drawer cabinets

In these the horizontal cross sections between the drawers are omitted, as in the close construction tray cabinets. They are supplied in the same capacities as standard drawer cabinets

Six-drawer close construction cabinet

and at the same prices. For cost of cabinet alone or of complete outfits consult prices for corresponding standard cabinets, pages 132 to 135. Dimensions correspond to those of standard cabinets, except in hight, which is slightly less, owing to absence of horizontal sections.

Nine-drawer close construction cabinet on base

Bases of this style as follows:

22w12	For 4-drawer cases.	$8.00
22w13	6 and 8-drawer cases	9.00
22w14	9 and 12-drawer cases	10.00

Tray cabinets for 32-size cards

Two, four, and six tray cabinets for 32-size cards are carried in stock in oak only. Larger cabinets or cabinets in other woods to order. These outfits are used specially for shelf lists.

Card outfits

22d2sl Two tray cabinet; 12½ in. wide, 3⅜ in. high, 13½ in. deep $5.00

22d4sl Four tray cabinet; 12½ in. wide, 5⅞ in. high, 13½ in. deep 8.00

22d6sl Six tray cabinet; 12½ in. wide, 8½ in. high, 13½ in. deep 12.00

Drawer cabinets for 32-size cards

The following drawer cases are furnished for 32 size cards 5 x 12.5 cm. They are of the same style as the drawer cabinets for 33 size cards described on page 131, four drawers requiring exactly the same space as three drawers for the 33 size card. The illustrations on pages 132–134 show style and exterior of both.

All these cabinets are made in quarter-sawed white oak, antique finish, and are fitted with screw front guard rods, label holders and printed labels, pulls and angle blocks. The dimensions given are outside measurements. Other woods than oak are made to order. Bases for these cabinets are described on page 138.

Four-drawer standard cabinet

Size { 15⅛ in. wide, 15¼ in. high, 20⅜ in. deep
39.5 cm. wide, 38.7 cm. high, 51 cm. deep

The outfit consists of cabinet with full equipment of cards in any weight selected and 600 guides.

Card outfits

	Cabinet	Guides	Cards			Complete outfit
22y4	$20.00	$3.00	12,000	32L	$19.20	$37.00
			9000	32R	18.00	36.00
			6000	32X	15.60	35.00

Eight-drawer standard cabinet

Size { 29 in. wide, 15¼ in. high, 24¼ in. deep.
73.7 cm. wide, 38.7 cm. high, 51.5 cm. deep.

The outfit consists of cabinet with full equipment of cards in any weight selected and 1500 guides.

	Cabinet	Guides	Cards			Complete outfit
22y8	$40.00	$7.50	30,000	32L	$48.00	$77.50
			20,000	32R	40,00	75.00
			15,000	32X	39.00	72.50

Twelve-drawer standard cabinet

Size { 42⅜ in. wide, 15¼ in. high, 24¼ in. deep.
107.7 cm. wide, 38.7 cm. high, 61.5 cm. deep.

The outfit consists of cabinet with full equipment of cards in any weight selected and 2500 guides.

	Cabinet	Guides	Cards			Complete outfit
22y12	$55.00	$12.50	45,000	32L	$72.00	$112.50
			30,000	32R	60.00	105.00
			22,500	32X	58.50	102.50

Charging systems

Every library which circulates books must have some system for keeping an accurate record of its borrowers and the books they take out. A charging system should show the whereabouts of every piece of library property lent, with the name and address of the person responsible for it and the date for its return. The system should be so simple in operation that the business of the charging desk may be transacted rapidly, in order to avoid undue detention of borrowers and the accumulation of crowds during the busy hours of the day.

Every charging system requires application blanks, a borrowers' register, either in card or book form, call slips, book cards, borrowers' cards or pockets, date slips, stamp outfits, trays for filing cards, and date guides behind which cards are filed.

The application blank is filled in and signed by the person desiring to become a borrower, space being allotted for the signature of the endorser or guarantor, These blanks are filed by name in a tray, forming an alphabetic index to borrowers.

The borrowers' register is a record of the name and address of each borrower, and the number assigned in the order of registry. This number is also written on the borrower's card and is used in charging loans. The card register is best because this form has the advantage common to all card systems, of allowing dead matter to be eliminated, or changes easily made, thus keeping the list up to date. The cards are arranged in strict numeric order and are guided every fifty numbers. Each card carries the registration number, name and address of the borrower.

DELIVERY ROOM, PUBLIC LIBRARY, MEDFORD, MASS.

Charging desk, catalog outfit and shelving made by Library Bureau

The book register of borrowers is uniform in size with the L. B. order and binding books, and is ruled and printed with headings for number, name and address. There are twenty-five lines to the page, which is half numbered on the left margin.

Call slips are used by the borrower to designate the number of the book desired; where the borrower's card is used the card and call slip are handed in together.

Charging systems

The borrower's card represents the borrower, bears his name, address and registry number, and is handed in when a book is applied for. In the Browne system, described below, the borrower's card pocket is substituted for the card.

The book card represents the book, and when the book is lent the card is retained in the library. The classification number, author number and any other identifying fact the librarian may desire is written on the book card. The book cards may be all one color, or in ten colors to distinguish the main divisions of the decimal classification, or any other arbitrary arrangement.

The date slip is pasted on the last fly leaf of the book and on it is stamped the date the book is due.

A book pocket should be pasted inside the back cover of the book, to hold the book card when the book is in the library.

Of the many charging systems which have been devised, those described on the following pages are the most practical. One of these, or a modification of it, will be found applicable to the specific needs of any library.

Plan 1. The Browne system

This system is simple, inexpensive and very easy to operate. It consists of the use of a card pocket used as a borrower's card, a book card, a book pocket to hold the card in the book, and a date slip. The card pocket represents the borrower, and is used instead of the usual borrower's card; it bears number, name and address. When not in use it is kept on file in the library. At the time the book is issued only three transactions are required, thereby ensuring prompt service to the borrower.

When the book has been procured from the stack the book card is taken from the book pocket and placed inside the borrower's card pocket, the date the book is to be returned is stamped on the date slip facing the book pocket, and the book is handed over to the borrower. Time at the charging desk can be economized by deferring the filing of the conjoined pockets and cards to the least busy hours of the day. It is not advisable to stamp books with the date of issue, and most libraries have abandoned this method in favor of the more satisfactory one described.

As the conjoined borrower's pocket and book card are filed in the tray under the date when the book becomes due, they are quickly found when the borrower returns the book by glancing at the date stamped on the date slip in the book. This is discharged by taking the book card from the borrower's pocket and restoring it to the book pocket, after which the book is ready for re-issue.

Overdues by this system are detected automatically, and can be written for by addressing delinquent borrowers from their card pockets which bear their numbers, names and addresses, instead of referring to the borrower's register for such details.

The **34a2** book cards and **39c4** borrower's card pockets are recommended by the originator of the system, but any of the standard sizes of cards, pockets and trays may be used, the most popular book card being **34a3** with **39c7** pocket.

If ruled cards are used the borrower's number can be entered on the book card when there is least pressure at the charging desk. It is well to do this, as it serves as a record of the usefulness of books loaned, and in case of injury affords a certain means of ascertaining the borrower responsible for the damage, as books should all be examined on return before re-issue. In cases of infectious disease it also indicates the books to be disinfected or destroyed upon advice from medical authorities.

Plan 2

This is an older and slower form of charging, requiring a book card, a borrower's card, a book pocket, and a date slip. The book card is kept in the book when in the library. At the time of issue it is taken out, the date and the borrower's number entered on it, after which it is filed behind the date guide in the tray, as a record of the loan. The borrower's card, handed in with the call slip or list of books wanted, is also stamped with the date and placed in the book pocket from which the book card has been removed and the book is handed to the borrower. When it is returned the borrower's card is taken from the book pocket, the book card found in the tray behind the date indicated on the borrower's card, and replaced in the book, which is then ready for re-issue.

If the old method of dating by the day of issue instead of the date of return is used, it is necessary to stamp the borrower's card and also the book card with the date of issue; the book cards will then be found in the filing tray under that date. This method makes more work at the actual time of charging, thereby delaying borrowers.

Plan 3 Slip system

Some of the older libraries still use the slip system of charging. For such libraries we supply call slips in various colors, and cases to hold them. The slips are unprinted and measure 5 x 7.5 cm.

When a book is issued its number is entered, with the borrower's number and the date, on the call slip, which is then filed in one or the other of the trays described on page 157.

With the sloping slip case, one tray is set apart for each day's issues, with one additional tray for overdues. A library lending books for two weeks, open every day in the week, will need fifteen trays. At the end of the day the tray devoted to the expired date is moved over to the left for the next day's use. Each tray has a maximum capacity of 2,000 slips.

Material for charging systems

Charging systems

While the material for the various charging systems is to some extent interchangeable, care should be taken to order articles which correspond. Though any one of several cards may be used with a given system, cards, pockets and filing trays must be ordered with reference to each other.

Application cards

If taken in card form the application may serve as an alphabetical list of borrowers, creating a permanent registration

No._____

I, a resident of_____over twelve years of age, living at

_____

near_____

and hereby applying for the right to use the

promise to obey all its Rules, and to *give* IMMEDIATE NOTICE *at the Library of any change of residence.*

(*Sign name*)_____

Recommended by_____

Residence_____

Facsimile of application card

in which changes may be made as in the ordinary card catalog. Application cards are used most advantageously with the numeric borrowers' register.

31va Application card . . . per 1000 $2.25

Borrower's register

For recording borrowers' names and assigning them numbers in accession order. Uniform with condensed accession book,

ruled and printed with headings for no., name and residence, and half numbered. Numbers completed at 30c. per thousand.

31v1	1000	line register,	half russia,	half	numbered	$1.75
		"	"	full	"	2.05
31v2	2000	"	"	half	"	2.50
		"	"	full	"	3.10
31v3	5000	"	"	half	"	4.50
		"	"	full	"	6.00
31v4	10000	"	"	full	"	7.00
		"	"	half	"	10.00

Borrower's card

The **34a** charging card can be used for a borrower's card as well, though there are many other good forms. An economical card is that adopted by the New York state traveling libraries.

Surname Given Name No.

Street and No.

Being a resident of over 16 years of age,
I hereby agree, as a borrower from the
to pay promptly any fines due from me for over detention of books or for injuries of any kind beyond reasonable wear to any book while it is charged to me.

190 Name signed

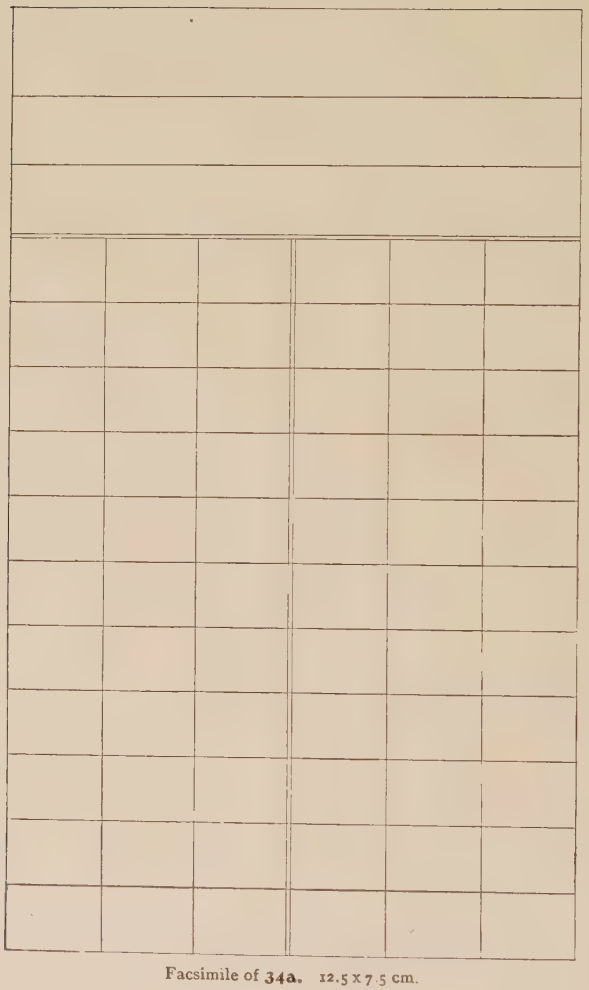
Date borrowed	Book	Date returned	Date borrowed	Book	Date returned	Date borrowed	Book	Date returned
						LIBRARY BUREAU,		2096

34a1. Exact size

The diagram shows face of the card; the back is ruled uniformly with the face below the agreement for additional records of loans. White cards in lots of 1000 or more will be printed with name of city and library.

34a1 . . . . . per 1000 $4.00

Charging cards



Facsimile of **34a.** 12.5 x 7.5 cm.

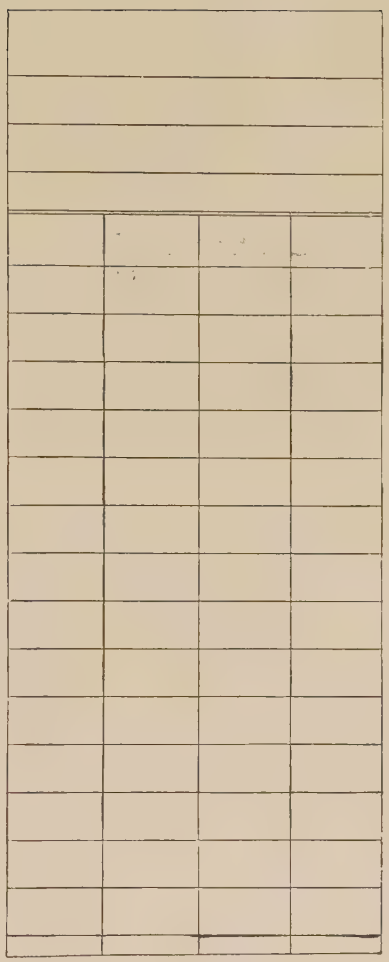
The **34a** card is supplied in ten colors — white, buff, blue, salmon, fawn, green, cherry, lilac, pink and straw. Size, 12.5 x 7.5 cm. To be used with pocket **39c3,** and filing tray **25c.**

34a Ruled . . . . . per 1000 $2.00

Facsimile of **34a2.** 5 x 7.5 cm.

The **34a2** card is supplied in ten colors—white, buff, blue, salmon, fawn, green, cherry, lilac, pink and straw. Size, 5 x 7.5 cm. Used with pocket **39c4** and filing tray **25c2** or **25b.** Also ruled like **34a3.**

34a2	Plain .	per 1000	$.60
	Ruled .	"	1.10



Facsimile of **34a3.** 5 x 12.5 cm.

The **34a3** card is supplied in ten colors — white, buff, blue, fawn, green, cherry, lilac, pink and straw. To be used with pocket **39c7** and filing tray **25c3.**

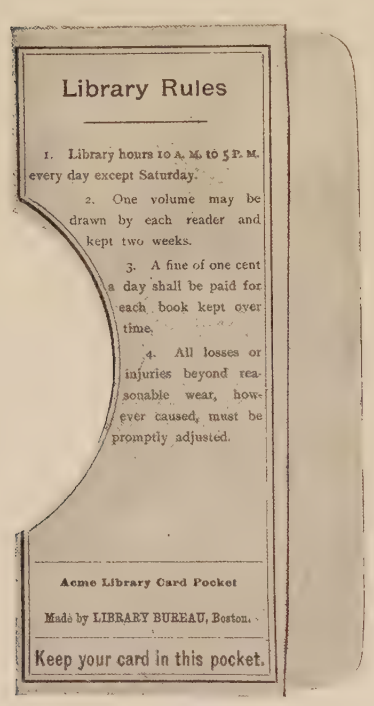
34a3	. . . . .	per 1000	$1.75

Call slips

34b2	Plain paper. 5 x 7.5 cm. . .	per 1000	$ .20

Book and card pockets

We make any form of book and card pocket to suit special requirements, and keep in stock the following forms, which will generally be found to meet the needs of most libraries.


Library Rules
1. Library hours 10 A. M. to 5 P. M. every day except Saturday.
2. One volume may be drawn by each reader and kept two weeks.
3. A fine of one cent a day shall be paid for each book kept over time.
4. All losses or injuries beyond reasonable wear, however caused, must be promptly adjusted.
Acme Library Card Pocket
Made by LIBRARY BUREAU, Boston.
Keep your card in this pocket.

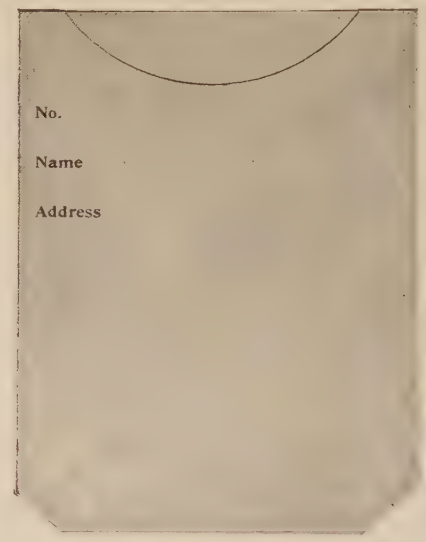
Reduced facsimile

Acme manilla book pocket for **34a** cards, printed with the rules of the library without extra charge. Discount on quantity.

39c1 . . per 1000 $4.00
500 printed to order 3.00

CC white paper book pockets for **34a** cards.

39c2 Folded . per 1000 $2.25
Unfolded " 1.50



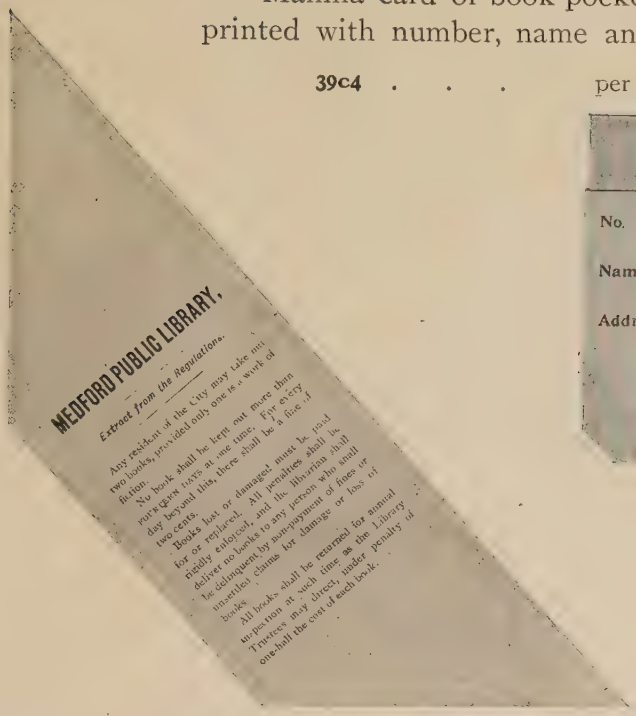
Reduced facsimile

Manilla card or book pocket for **34a** cards, printed with number, name and address.

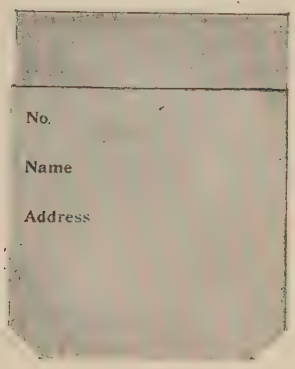
39c3 . . per 1000 $3.50

Manilla card or book pocket for **34a2** cards, printed with number, name and address.

39c4 . . . per 1000 $2.50


MEDFORD PUBLIC LIBRARY.
Extract from the Regulations.
Any resident of the City may take out two books, provided only one is a work of fiction.
No book shall be kept out more than one week, nor taken at one time. For every day beyond this, there shall be a fine of two cents.
Books lost or damaged must be paid for or replaced. All penalties shall be rigidly enforced, and the librarian shall deliver no books to any person who shall be delinquent by non-payment of fines or unsettled claims for damage or loss of books.
All books shall be returned for annual inspection at such time as the Library Trustees may direct, under penalty of one-half the cost of each book.

Reduced facsimile



Reduced facsimile

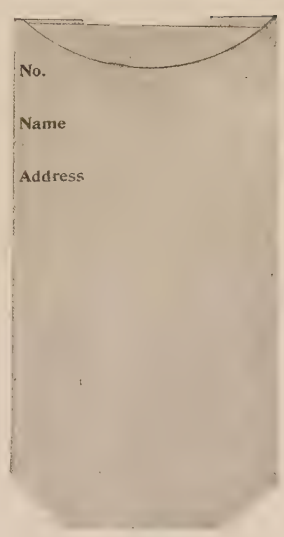
Charging systems

Manilla book pocket strip for all sizes of cards, printed with the rules of the library.

39c6 . . . . . per 1000 $2.50
Without printing, " .75

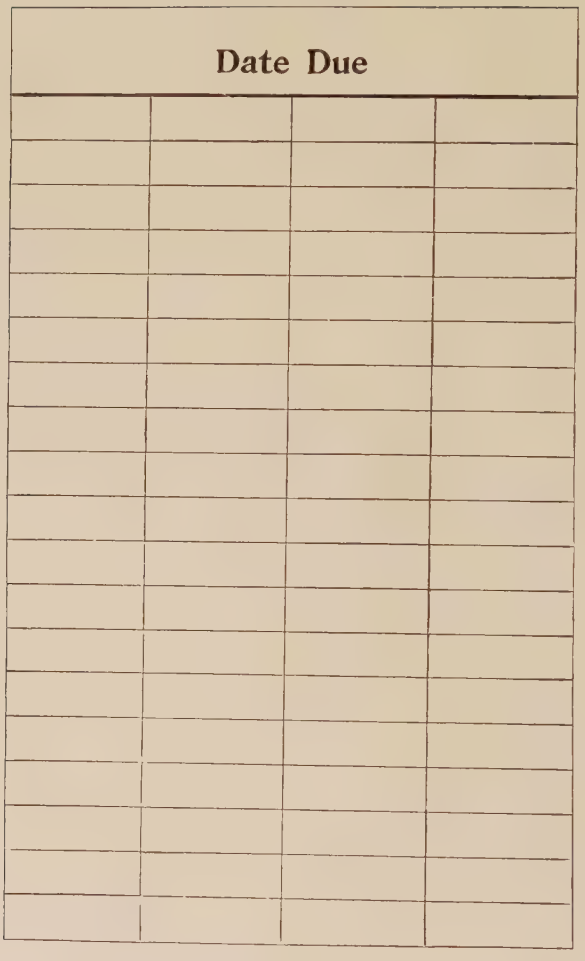
Manilla card or book pocket for **34a3** cards, printed with number, name and address.

39c7 . . . . per 1000 $3.00



Reduced facsimile

Date slip



Exact size

Manilla paper printed.

39d . . . . . per 1000 $1.25

Date guides

1 to **31** in buff for **34a** cards . . per set 30c.
" " **34a1** " . . " 30c.
" " **34a2** " . . " 25c.
" " **34a3**" . . " 25c.

Date stamp outfits

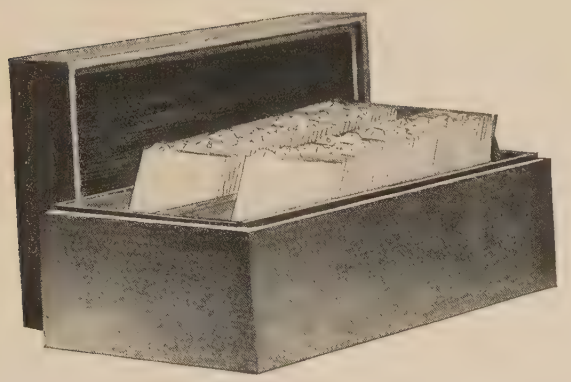
For illustrations and description of date stamps for charging systems and other library uses see Supplies.

26a L. B. system of rubber dates, days, months and years.
Complete in box with forceps . . per set, 40c.

26g Pad dater hand stamp, for use with L. B. rubber dates.
Complete with L. B. dates and ink pad . . 75c.
Dater only . . . . . 25c.

26h Pencil dater. A movable dater attached to a pencil.
Complete with L. B. rubber dates and ink pad, 75c.
Dater only . . . . . 25c.

Charging trays



25c

25c Antique oak tray with two sections, for 2000 **34a** cards, angle blocks, dates guides **1** to **31**, and shut-over cover
Complete $1.50

25c5 Antique oak tray with one section, for 1000 **34a** cards, with angle blocks, date guides **1** to **31**, but no cover.
Complete $1.75

22c7 Antique oak tray for 1000 **34a1** cards, with shut-over cover, angle blocks, and date guides **1** to **31**. See page 114. Complete $3.00

25c2 Antique oak tray, one section, for 1000 **34a2** cards, with angle blocks, dates guides **1** to **31**, but no cover. Complete. $1.25

25c3 Antique oak tray, two sections, for 2000 **34a3** cards, with angle blocks, date guides **1** to **31**, but no cover. Complete $3.00

25c1 Japanned tin tray, one section, for 1000 **34a** cards, with angle blocks, but no cover or date guides. Tray only $1.00

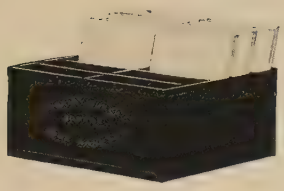
Sloping slip charging case

Slip charging case of antique oak with japanned tin trays divided into twenty compartments each, for **34b2** paper call

slips; shut-over cover. The fifteen tray case is fitted with three drawers, giving space for a card catalog of 3000 cards, or for storage of charging slips.

25a Fifteen section charging case complete . $25.00
Ten " " . 15.00
Five " " . 10.00

Slip trays



25b2

Japanned tin trays with compartments for **34b2** call slips filed on the 5 cm. side. Each compartment measures 5.5 cm. wide by 2 cm. long.

25b1	Five compartment tray	. . . . .		40c.
25b2	Ten " "	in two rows	. .	65c.
25b3	Ten " "	" one row	. .	65c.
25b4	Twenty " "	two rows of ten each		75c.

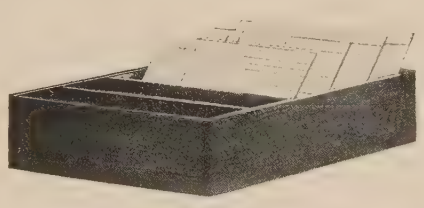
Antique oak slip tray with five compartments, for **34b2** paper call slips filed on the 7.5 cm. side. Each compartment measures 8 cm. wide by 2 cm. long.

Wood slip tray, paper covered. with five compartments, for **34b2** call slips filed on the 7.5 cm. side.

25b5	Five-compartment tray, oak	. . . .	75c.
25b6	" " wood, paper covered	.	20c.

Sorting trays

These trays are a great convenience for temporary notes or for working over cards before filing. They are indispensable during the process of typewriting, compiling, writing, sorting or revising card catalogs, records, indexes or lists. The trays are supplied with or without covers and with or without partitions; the covers keep out dust, but add to cost, and trays fitted with covers are less convenient for current work. The partitions serve to separate contents into distinct parts or classes. When used without covers, trays two-thirds the hight of the cards are recommended, as they hold the cards securely, yet leave their faces exposed so as to be easily read and handled. Approximate length for 33 size cards, 11 in.



Standard trays for 32-size cards

		Wood, paper covered	Japanned tin	Antique oak
23i	Plain	$ .25	$ .40	$ .50
23j	With five divisions . .	.40	.60	.75
23j2	" ⅔ hight	.40	.60	.75
23k	" covers . . .	–	.60	–
23l	" divisions and covers	–	.75	–
	FOR 33 SIZE CARDS			
23p	Plain	.30	.50	.60
23q	With five divisions . .	.40	.75	1.00
23r	" covers . . .	–	.75	–
23s	" divisions and covers	–	1.00	–

Accession books

Accession books

The most permanent and unchanging of all library records is the accession book. When properly kept it is a complete history of the library's growth and a source of exact information concerning any particular volume.

The accession book, and its companion, the shelf list, are official records for official use, and should be sharply distinguished from the author, title and subject catalogs, which are primarily for the use of readers. The life of an accession book is measured only by the lifetime of the best paper it is possible to procure, written with blue black record ink which has been chemically tested for lasting quality. There is no reason why this record should ever be changed or re-written until it actually falls to pieces from old age.

Standard accession book

Many forms of accession book have been used, but the best features of all are combined in the A. L. A. Standard accession book. This form was planned by a committee of experts who thoroughly compared all the existing models, and finally agreed on the details of material, ruling, printing and binding. The size of the A. L. A. standard accession book is 30 x 35 cm. or 12 x 14 inches. The paper is the best ledger obtainable, the ruling, printing and binding of the highest grade. The binding is the strongest form known to the trade, with extra stitching

and broad vellum bands. As morocco has proved the most durable material for binding it is used exclusively in this book.

This book has an explanatory preface with a full code of rules for entering all kinds of books, maps, and works of art. In the body of the volume the double pages are divided vertically into three main divisions. The middle group consists of author, title and imprint entries, the group to the left contains the three library numbers, accession, class or shelf, and volume, while the division at the right contains the notes on binding, source, cost, changes, loss, rebinding, or other matter pertaining to the individual history of the book. Each entry occupies a full line of the double page, a sufficient space for the record of every necessary fact concerning it. There are forty lines to each page.

Accession books

The book is half numbered, i. e. has the units and tens printed and repeated throughout. Numberings are completed by prefixing the 100's and 1000's in ink or by numbering machine, at every 5th or 10th line, indicated by a heavy colored guide line across the double page.

We complete the numbering in this way at 30c. per 1000; i. e. it adds $1.50 to the cost of a 5000-line book to have the numbers 1 to 5000 or 5001 to 10,000 printed in at every 5th or 10th line. It is an improvement in appearance and legibility, and the numbers can be read quicker than full consecutive numbers, as the eye catches the prefixed figures and reads the remaining two at a glance. There is no charge for lettering the name of the library on the binding.

31a1	2000 lines, half turkey morocco . . .	$3.75
	" " full numbered	4.35
31a2	5000 " " . . .	8.00
	" " full numbered	9.50
31a3	10000 lines " . . .	13.00
	" " full numbered	16.00
31a4	1000 lines, press-board covers . . .	1.25
31a5	Unbound sheets, per 1000 lines (40 lines to a page)	1.00

Condensed accession book

Accession books

The original purpose of the condensed accession book was to provide a record of the growth, source and cost of private libraries. The arrangement and headings extend across the double pages and are the same as in the standard book, but the columns are narrower, making a less bulky volume. The page is 20 x 25 cm. or 8 x 10 inches, making it uniform with the L. B. binding book and order book. The paper and binding are of the same quality as those of the large book. Many public libraries use the condensed in preference to the standard size.

There are twenty-five lines to a page, half numbered as in the standard accession book. Numbering completed at 30c. per 1000.

31b1	2000 lines, half turkey morocco . . .	$3.00
	" " full numbered	3.60
31b2	5000 lines, " . . .	5.00
	" " full numbered	6.50
31b4	1000 lines, press-board covers . . .	1.00
31b5	Unbound sheets (25 lines to a page), per 100 lines	.06

Photograph accession book

The photograph accession book is uniform in size and binding with the condensed accession book, order book, and binding book, having a page 20 x 25 cm. or 8 x 10 inches, and paper of the same quality. The double pages are divided into columns, with headings for number, date, class, author, title, gallery, photographer, publication, process, size of print, size of mount, cost, mount, remarks. There are twenty-five lines to the page, half numbered as in the accession book. Numbering completed at 30c. per 1000. Following the title-page are printed rules for making entries. For full directions for classifying and cataloging photographs reference should be made to the *Library primer*, described under "Publications."

31c	5000 lines, half turkey morocco . . .	$6.50
	" " full numbered	8.00

Museum accession book

The museum accession book is essential for recording the number and class of specimens received, with their location, etc. This book is uniform in size, binding, and quality of paper with the condensed accession book, order book and binding book, having a page 20 x 25 cm. or 8 x 10 inches.

Shelf lists

The double pages are divided into columns, with the printed heads which have been found to be most in use in the more important museums of the country: accession number, date, current number, original number, name, locality, number of specimens, received from, collected by, when collected, remarks. There are twenty-five lines to the page, half numbered as in the accession book. Numbering completed at 30c. per 1000

31d	5000 lines, half turkey morocco, . . .	$6.50
	" " full numbered	8.00

Accessories

Steel ledger clip for opening at exact place, saving much wear from handling	$ .50
Boxwood A. L. A. size rule, **29s2**	.20
Cole size card, **29s1**	.25
Heavy duck slip covers, fitted to any size . . .	1.25
Arm rest, **86k,** see Supplies	.75
Ledger book rest, **86l3,** see Supplies . . .	4.50

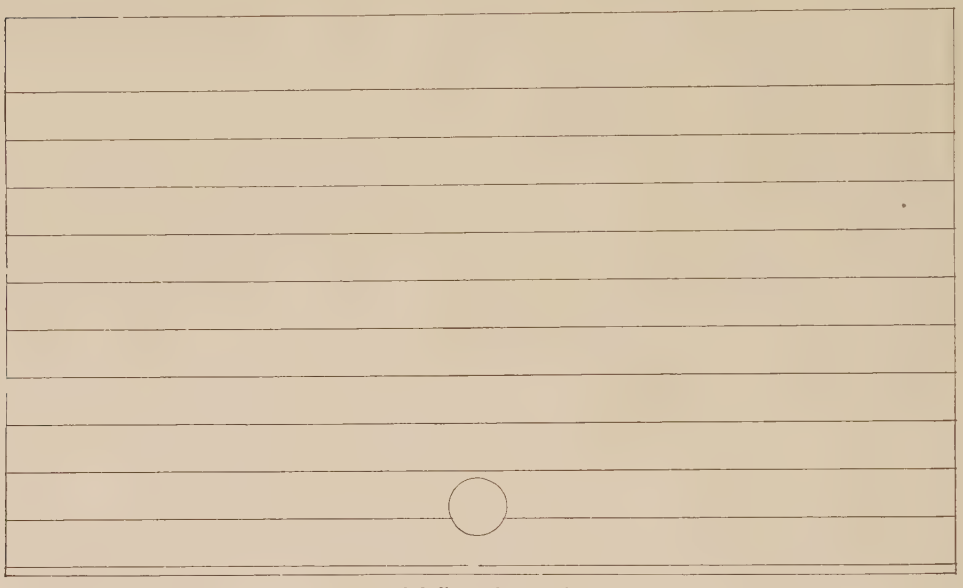
The shelf list

The shelf list may be called a guide to the library's topography. Its purpose is to give the location of every volume, and as almost all libraries are arranged more or less according to subjects, the shelf list is practically a subject index as well as an inventory.

The shelf list, of all records in a library, is most liable to change and most subject to wear. It is not a record of the past, like the accession book, but a report on the present

condition and arrangement of the library collection. Once a year, or oftener, the librarian compares the books with the shelf list to see if strict arrangement has been preserved and

Shelf lists



33j shelf list card, exact size.

whether there are any missing volumes to be searched for and replaced. The shelf list acts as a check upon theft as well as upon displacement.

Standard cards for shelf lists

Cards are preferable for shelf lists as the entries of new books can be inserted in the exact places where they belong, saving rewriting and at the same time serving as a librarian's catalog. For this purpose L. B. standard 32 or 33 size cards in the lightest weight, white or colors, are preferred. either with the standard library ruling or as shown in diagram. For tray cases for shelf list cards see card catalog cabinets.

33j	33 size, 7.5 x 12.5 cm. . . .	per 1000	$2.25
32j	32 size, 5 x 12.5 cm. . . .	"	1.60

Standard shelf list sheets

The ordinary book form is not suitable for a record of such changing character as a shelf list. Where cards are not employed for this purpose the shelf list sheets recommended by the A. L. A. are used in connection with binders made especially for them. Each sheet is 20 x 25 cm. or 8 x 10 inches in size. It is ruled with a double head-line and twenty-five cross lines, holding on its two pages a record of fifty books. Vertical columns are ruled for the book number, accession number, vol. number, author and brief title. Shelf lists

These sheets are ruled on best linen ledger paper punched with two holes 15 cm. apart to fit the shelf list binder, **42a7.** If any variation of this ruling or punching is desired, to match old style binders, a sample sheet should be sent with order. Samples sent on request.

31i	With printed headings . . .	per 100	75c.
	Without " . . .	"	60c.
	Binders for these sheets in either Common Sense, **42a,** or Springback, **46a,** styles . . .	each	$1.10

N. Y. shelf list sheets

The single objection to the standard shelf list is that if two or more subjects are entered on one sheet it fills up rapidly and requires copying. This has led to the adoption by the New York State Library, whose director originally devised the standard sheet, of a shelf-list sheet 25 x 10 cm. with a line 5 cm. longer than the standard sheet, and ten lines instead of twenty-five to the page. As these sheets are so small one can well be afforded for each subject, even with the closest classification.

31j	With printed headings, . . .	per 100	50c.
	Special binders for these sheets in either Common Sense, **42a,** or Springback, **46a,** styles . . .	each	90c.

Withdrawal records

For these records, also, cards are undoubtedly best and far superior to books. The withdrawal record usually consists of call number, withdrawal number, date of withdrawal, author, title and remarks, giving reason for the withdrawal, number of copies left in the library, accession number of the replacement, and date replaced.

Day blanks

If for any special reason sheets are preferred for this record the **31i** unruled shelf list sheets, or L. B. ruled paper can be used; or any special form can be printed to order. Samples and prices on application.

Day and serial blanks

The day blank is ruled and printed on ledger paper and gives a blank space for every day in the year. The months are printed at the tops of the columns and the days at the left, with lines at the side and bottom for notes and footings. This blank is ruled and printed on both sides and punched for the L. B. shelf list binder. Another style is printed with columns for half-yearly and yearly summaries.

The serial blank has columns and headings for title, list price, cost, date of order, and from whom. This, used in conjunction with a day blank, and written on both sides, makes a record for sixty serials for two years. Samples on request. Discount on quantity.

31r	Day or serial blanks . . .	per 10	$ .25
	" " . . .	per 100	2.00

Periodical record cards

For record of periodicals the standard catalog card printed and ruled to show the months and days of month will be found most practical. One card is used for each magazine or paper and gives all necessary information. Cards are arranged alphabetically by name of periodical.

The **31r1** is suitable for monthly or yearly registration, the **31r2** for daily, weekly or bi-weekly.

Vols. per yr.

YEAR	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.

Reg. price..... Net price..... Ed.....

Source..... TP..... Ind.....

Stock form of periodical record card

Periodical records

The reverse side of either card affords space for name of dealer, price, bill date, etc. Cards are printed in white only.

31r1	per 100	$ .60
	" 1000	4.50
31r2	" 100	.60
	" 1000	4.50

Order book

An essential part of the order system, and one of the most important record books in the library. It has special colums and printed headings for order number, author, title, place, publisher, year, vol, size, binding, agent or bookseller, list price, net price, date received, date ordered and remarks, and corresponds

in quality and ruling to the condensed accession book. The page is 20 x 25 cm. or 8 x 10 in. with 25 lines, half numbered. Numbering completed at 30c. per 1000.

31u1	2000 lines, half turkey morocco . . .	$2.50
	" " " full numbered	3.10
31u2	5000 lines, half turkey morocco . . .	4.50
	" " " full numbered	6.00

Order sheets

L. B. order sheet

An exact duplicate of the sheets in the order book. Used to forward copies of the order book to the agent. A sheet partly filled is cut on the line and the next list sent begins where the last ended. Thus the agent, keeping his order sheets in a binder or scrap book, has a duplicate order book for reference. The sheet is printed on both sides. Samples on request.

35v . . . . . per 100 $2.50

Order slip

An almost necessary companion of the order book, also the best recommendation blank. Standard 33 size, 7.5 x 12.5 cm, of manilla, with blank spaces, printed headings, and rulings for the official library records. Used also for card catalogs and lists of books to be bought or read. One of the greatest helps in keeping records and accounts. Space is allowed for printing the name of the library at the top, a great convenience when slips are sent to the library agent. Discount 10 per cent. on 5000, and 20 per cent. on 10,000 in one order.

Accession No.

Order No.

Ordered

Of

Received

Cost

Charged to

Approved

Not now ordered

Not in library

Do not write at the left of this line.

Author's surname, followed by given names or initials. **WRITE LEGIBLY**

Title

Edition Place Publisher

Year No. of Vols. Size Total Price NOT in great need

NOT in haste

I recommend the above for the library. Notice of receipt is NOT asked.

Signature

Address

Fill above fully as possible. Cross out NOT, if notice is wanted, if in great need or special haste.
Put a ? before items of which you are not sure. Give reasons for recommending **ON THE BACK.**

Face of L. B. order slip, exact size

Brief reasons for recommending are specially esteemed. Last or **best edition** is understood if none is specified At least indicate whether published here or abroad. Give your idea of price, with a ? before it if only an estimate. Do not put dashes or "Don't know" in spaces you cannot fill, but leave for others to fill.

Write legibly. Careless writing or incorrect or insufficient data may delay or prevent ordering or finding, or may result in getting a **wrong book.** First see whether we have the book. If a **duplicate** is wanted, clearly indicate why needed. If others wish the same book it will increase its claim for **approval** if they add their signatures. Foreign books, ordered from abroad to save 25 per cent duty, arrive in 6 to 8 weeks. "Out of print" books often require much time to find.

Back of L. B. order slip, exact size

35u . . . . . per 1000 $2.00

With name of library printed . . " 2.75

Order slips

Binding book

Binding books

For recording in consecutive order the volumes sent to the bindery, and assigning the binding number. The order to the binder is made on an L. B. binding slip for each volume, and is a copy of the one-line entry in the book. Made of linen ledger paper, with special rulings and headings for binding number, lettering, material, color, size, vols. price, total price, library number, date sent, date returned, binder and remarks. The page measures 8 x 10 inches or 20 x 25 cm, 25 lines to each page.

31x1	1000 line, press board covers	$1.00
31x2	2000 " half turkey morocco . . .	2.50
31x3	5000 " " " " . . .	4.50

Binding sheets

Unbound sheets of the binding book are furnished in the same way as unbound sheets of the order book. They can be used to send to the binder instead of the binding slips, or in place of the bound binding book. Sample on request.

35v	. . . . . per 100	$2.50

Binding slips

Standard blue slips 7.5 x 12.5 cm. On the back the panels of the book are ruled off, and the exact lettering, arranged as wanted, is written or lettered in by the librarian. On the face directions are explicitly given by marking circles around the color, leather, size, etc. selected. Space is left at bottom for added special directions. The price per volume, and total, guard against mistakes, and the number refers to the binding book where, in proper column, all these facts are recorded. This slip projects from each book, or first volume of each set, when sent to the binder, and stays in it till the book is done, so that the workman has no excuse for mistakes.

Binding no

Volumes at Total price

Color

1 Light brown	4 Red	8 Dark green
2 Dark brown	5 Maroon	91 Light blue
3 Black	6 Olive	92 Yellow
39 Dark blue	7 Light green	93-99 Light drab

Style

½ Mor. Cloth ½ Duck ½ Am. russia

Size

Outside hight in centimeters must not exceed

T	S	D	O	Q	F	F^4	F^5	F^5	F^6
15	17½	20	25	30	35	40	45	50	60

Follow exactly arrangement of lines, punctuation, lettering, as on back of this slip, and general printed directions on separate sheet.

Front of binding slip, exact size

35x . . . . . per 100 $ .25
. . . . . " 1000 2.00

Sale duplicate slip

Like the order slip, this gives a blank for every detail, insuring a complete statement concerning each book. Used in offering duplicates to other libraries, for sale or exchange.

Sale slips

Class

Accession No.

Date added

Date sold

For $

books or cash

To

Author — SALE DUPLICATE.

Title

Edition — Place — Publisher

Year — No. of Vols. or Pages. — Size — List Price — Offered for

BINDING

CONDITION
2 Poor
4 Fair
6 Good
8 Perfect

This book has no OWNERSHIP MARKS except
Bookplate
Written name
Embossing Stamp
Ink Stamp

RETURN THIS **PROMPTLY** TO

Duplicate slip, exact size

352 . . . . . per 1000 $2.00

Supplies department

This department of the Library Bureau is maintained to afford librarians the convenience of ordering from a single source all the smaller articles needed in their work. Some of these are improved types of our own manufacture which cannot be procured elsewhere. Others have been selected from ordinary commercial sources as best adapted to their several uses. The fact that an article appears in this list is in itself proof that it has been submitted to the test of actual use and has received the stamp of professional approval. The cost of library supplies ordered through the Bureau is never greater than for the same articles from commercial houses, while in some cases we effect a substantial economy for libraries by buying in large quantities.

Dates, daters and stamps

The system of date abbreviations designed by Melvil Dewey in 1878 is the briefest possible without ambiguity. This is of importance in a library where the need of quick work at the charging desk makes it difficult to stamp a date in the limited space assigned. In the L. B. dating system the months are written as follows: Ja, F, Mr, Ap, My, Je, Jl, Ag, S, O, N, D. The full date is written with day, month and year, in logical order, and as the letter stands between the figures no punctuation mark is needed; thus 3 F'02 is 3rd of February, 1902. This system calls for no unfamiliar symbols and is perfectly clear to those who see it for the first time.

We furnish daters of any form now made, but recommend the styles shown in the following pages.

26f

Self-inking dater

Used for printing on books as well as on cards or single sheets. For small extra charge a die with any desired wording can be attached. This prints at the same time as the dates. Furnished complete with L. B. dates.

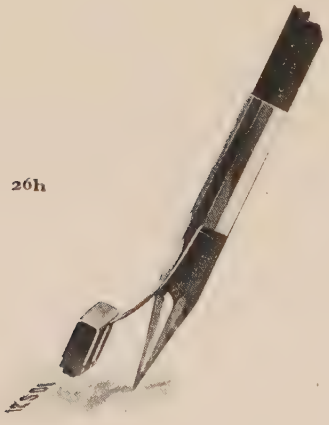
26f	Plate 3 x 3 cm.	$3.00
	Plate 3 x 5 cm.	4.00
26a	Rubber dates	.40

Pad dater

A hand stamp, compact and convenient for date slips or inner margin of books.

	With dates, holder and ink pad .	75c.
	Date holder only	25c.
26a	Rubber dates	40c.

26g



26h

Pencil dater

Consisting of movable pad attached to lead pencil. A single motion stamps the date without laying down the pencil. Of great service at the charging desk.

26h	Complete with pad and dates . . .	75c.
	Dater only . . .	25c.
26a	Rubber dates, per set .	40c.

Automatic numbering stamp

STYLE A

12345

STYLE E

12345

STYLE F

12345

STYLE G

12345

For registering the accession number in books, or cards, for numbering papers reports, letters, etc. The figures shift automatically, and can be changed from consecutive to duplicate or continuous numbering by moving the pointer on the dial. The 5-wheel E style stamp is most used.

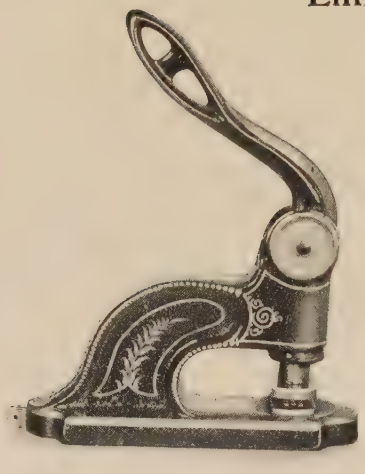
26i	4-wheel, 1–9,999	$12.00
	5-wheel, 1–99,999	14.00
	6-wheel, 1–999,999	16.00
	7-wheel, 1–9,999,999	18.00

Ink and ink pads

The metal letters of numbering machines require a special ink. We also furnish gelatine stamp pads in red, blue, green or black, and stamp ink for self-inking rubber stamps.

26n2	Gelatine stamp pad 2¾ x 4½ in.	40c.
26n3	Stamp ink, ½ oz.	15c.
	" 1 oz.	25c.
	Special ink for metal letters, bottle	30c.

Embossing stamp



For marking the name of the library on the title pages and all plates, maps, and inserts not printed on the regular forms and therefore liable to be removed. It is impossible to iron out its impression. We recommend plain gothic letters for name and location of library. Fancy types and border lines should be avoided.

26m With two or three lines or a circular die . $4.50

Perforating stamp

Used in place of the embossing stamp. It makes an absolutely indelible mark by perforating the leaf. Avoids increasing the thickness of the book or marring the surface of a plate or drawing. Endorsed by the most important libraries of the country. Extra charge for die with more than twenty-six letters.

26p $25.00

Old L. B. book support

This is the first of this form invented, and has been more widely used than all others combined. It takes no space on the shelves. It does not support the largest books as well as **28b,** but is preferable for table use.

28a	Each 10c.	lots of 10	$ .90
	Lots of 100		7.50
	" 500		30.00
	" 1000		50.00
	Leather covered	per pair	1.50

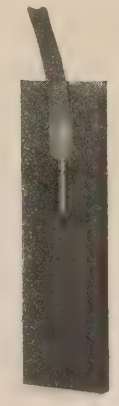
New L. B. book support

An improved form of the old L. B. (**28a**). Particularly advantageous for use with large books on wood shelves, though not so good as the **28a** for desk or table use.

28b	Each 12c.	lots of 10	$ 1.00
	Lots of 100		9.00
	" 500		37.50
	" 1000		70.00

Crocker book brace

Consisting of a plate of wood 8 cm. wide, 1 cm. thick, and 17 or 26 cm. long, of beech, nicely finished, so as not to injure the finest binding. An adjustable steel spring at the top of the brace engages the under side of the shelf above and holds the book firmly at the top, where a small force is more effective than a large one nearer the bottom. It firmly supports the tallest folios.



		High	Each	Lots of 10	Lots of 100
28c	Size O, 8vo	25 cm. or 10 in. . .	15c.	$1.35	$12.00
	Size Q, 4to	30 cm. or 12 in. . .	15c.	1.35	12.00
	Extra for folios over	35 cm. . .	18c.	–	15.00
	" "	40 cm. . .	20c.	–	17.00
	" "	50 cm. . .	20c.	–	17.00

Class	Book	Vols.	Size	Will be found

Author .....

Title .....

For the convenience of those consulting the shelves, this wood dummy represents a book not here, because:

Too large for the regular shelves.
Transferred to Reference Shelves.
Costly or rare. Removed for safekeeping.
Missing .....and not yet replaced.

Made by LIBRARY BUREAU, 530 Atlantic Ave., Boston

Book dummy

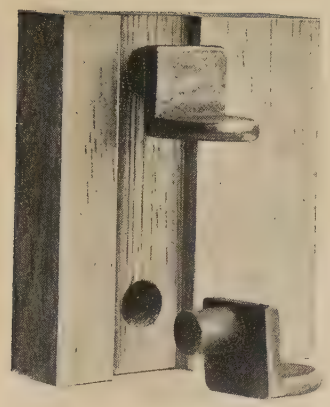
Used to indicate the locality of a book kept elsewhere than its regular place. A label pasted on a thin wood board, 12.5 x 20 x .5 cm. (5 x 8 x ¼ in.), is filled out, giving a description of the book and the reason for its removal.

28d	. . . . .	per 100	$5.00
	Labels	per 1000	2.50

Chair tips

Strong rubber tips or shoes to fit various sizes of chair legs, making them noiseless. In ordering specify whether inside or outside tip is preferred and state diameter of chair leg.

29c	Inside tips, each 5c.	per 100	$4.00
	Outside tips	each	.10
	Special bit for boring chair legs . .	"	1.00



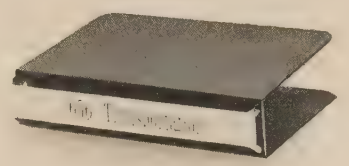
Revolving shelf pin

The parts of the pin are connected by a piece standing at right angles, allowing an adjustment to two hights without removal. We have sold thousands of these pins to libraries and recommend them as thoroughly satisfactory.

29x	In lots of	10 . .	$ .20
	"	100 or more	1.25

Shelf label holder

On three sides of the front a narrow flange is turned so that a bristol card may be readily inserted, removed or reversed. The plate, being perfectly flat, clings closely to the wood and holds its place. This holder is slipped under the first books on each topic, and, as the subject grows, is slid along, always marking the beginning. In the relative location these holders are almost indispensable, unless the stack shelves are made with grooved edges for the insertion of labels. We also furnish labels, printed on fine bristol board, fitting the holders, with the subject numbers and headings of the decimal classification. Any label wanted in libraries can be made to order. Two sizes provide for both generic and specific labels, the large holders for the main divisions, while the small ones show the beginning of each section or sub-division; e. g. 336 Finance could be printed in large type on the large label, while 336.2 Taxation could be in smaller type and on the small label. In ordering, the exact thickness of shelf must be given. Samples sent on application.



29u	For labels 12½ x 2 cm.	each	$ .10
	" "	per 100	7.50
29v	" 5 x 2 cm.	each	.10
	" "	per 100	7.50
	Blank cards, either size	"	.10

Shelf labels

Supplies

These are mainly the headings of the decimal classification printed on small cards fitting the movable shelf label holders.

BIBLIOGRAPHY GENERAL WORKS.

020 LIBRARY ECONOMY

37a

GENERAL WORKS.

011 General Bibliographies

37b

DUPLICATES

37d

The principal topics or main divisions are on 2 x 12½ cm. cards. We also print, on the same size, a miscellaneous list of 68 labels that finds acceptance in every library, whether classed on the decimal system or not. It covers names of the states and territories, the days of the week and the following: Accession,

Card, Classify, Bindery, Do not handle, Duplicates, Private books, Reserved, Revise. Special sizes and forms of shelf labels on application.

37a	100 Shelf labels for 10 classes of decimal classifications	per set	$2.00
37b	The most used headings of the 1000 divisions	"	10.00
37d	Miscellaneous list of 68 labels . .	"	.50

Shelf labels as above are sold in sets which cannot be broken, but for the convenience of libraries desiring only a few labels we supply selections from overs at 3c. per label.

Book covers

The majority of libraries concede that the advantages of using covers for books in circulation do not compensate for their cost, but to those who prefer to cover all books circulated outside of the building, we offer a book cover of manilla paper, made in four pieces and ready gummed. It can be adjusted to any book.

36a	Size A, 18mo to 12mo . . .	per 100	$1.50
	" B, large 8vo	"	2.00
	" C, geographies or 4to . .	"	3.00

Adhesive paper

For mending torn leaves, bank bills, engravings, maps, letters, manuscripts, or strengthening weak places or wrinkles in paper. It is transparent, so that print can easily be read through it.

39a	Package of 24 sheets 3½ x 6¼ in. . . .		$1.00
	10 9 x 14 in. . . .		1.00
	10 14 x 18 in. . . .		1.75
	10 19 x 29 in. . . .		3.00

Adhesive cloth

For repairing backs of books and covers, worn music, etc. In black and white only.

39b	Per square yard		$1.50

Gummed labels

Indispensable for numbering the backs of books with class and book number. The adhesive quality of these labels is the best. Ungummed labels made to order. Any of the bordered labels can be had in cartons of twelve small boxes at 75c. per carton or 10c. per box. Plain or unbordered labels can be supplied only in boxes of 1000 each.

37k

37l

37g	In bulk, 5000 in box	$2.50
	In book form, 25 perforated sheets (12 x 22 cm.) of 500 labels	.25
37h	In bulk, 5000 in box	2.25
	In book form, 25 perforated sheets (12 x 22 cm.) of 750 labels	.25
37i	In bulk, 5000 in box	2.00
	In book form, 25 perforated sheets (12 x 22 cm.) of 750 labels	.25
37j	In bulk, 5000 in box	1.75
	In book form, 25 perforated sheets (12 x 22 cm.) of 1050 labels	.25
37k	Plain unbordered labels, 1000 in box	.30
	" " per 10,000	2.00
37l	Plain unbordered labels, 1000 in box	.35
	" " per 10,000	2.50

Emerson binder

Furnished in cloth and leather only. Two narrow strips of thin steel are inserted in firmly glued casings of binder's cloth, on each inside edge of the back, and work hinge-like as do the lids. The front or left hand strip contains eyelet holes, from which heavily threaded needles are passed through the papers and through corresponding eyelets in the back or right-hand strip, and firmly secured to the cleats by belaying—a figure 8 turn. The flexible back adjusts itself to any thickness of papers, and the strips hold them as in a vise. Any size or style made promptly to order. Discounts on orders of 10 or more. Lettering title on front cover 25c. per line.

No.	Size: cm.	Size: in.	Price.
4100	14 x 19	5½ x 7½	$ .65
0	15 x 23	6 x 9	.65
1	15 x 24	6 x 9½	.75
1½	16 x 25	6¼ x 9¾	.75
2	16.5 x 26	6½ x 10¼	.75
2½	18 x 27	7 x 10¾	.75
3	18.5 x 29	7¼ x 11½	.80
3½	20.5 x 29	8 x 11½	.90
4	21 x 30	8¼ x 11¾	1.00
4½	22 x 30	8¾ x 11⅞	1.00
5	24 x 32	9½ x 12½	1.10
5¼	23 x 33.5	9 x 13¼	1.20
6	25 x 33.5	9¾ x 13¼	1.25
7	27.5 x 37	10¾ x 14½	1.50
7½	28 x 40.5	11 x 16	1.60
8	30 x 44	11¾ x 17¼	1.75
8½	32.5 x 46	12¾ x 18	1.75
8¾	33 x 48.5	13 x 19	2.25
9	37.5 x 57	14¾ x 22½	2.50
10	42 x 58.5	16½ x 23¼	2.75
10½	49 x 67.5	19¼ x 26½	3.25
11	57 x 75.5	22½ x 29¾	4.50
12	63 x 77.5	24¾ x 30½	4.50

Library binder

Furnished in binder's cloth and marble paper boards. Two sides without a back, separate cloth back furnished if desired. An inexpensive but practical binder. Any size to order.

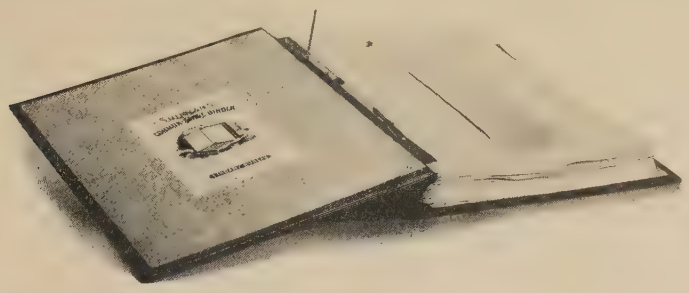
To use the binder, pierce the pamphlet with an awl to correspond with the eyelet holes in the binder, and tie the two sides on the pamphlet. Begin at the bottom of the book and lace the cord back and forth to the top, thence lace back and forth to the bottom and tie tightly across end of book. Secure knot with a drop of mucilage.

No.	Size : cm.	Size : in.	Price.
41a	10 x 16	4 x 6¼	$ .20
b	11.5 x 17	4½ x 6¾	.20
c	13.5 x 18	5¼ x 7	.20
d	13 x 20.5	5⅛ x 8	.25
e	14 x 21	5⅝ x 8¼	.25
f	15 x 23	6 x 9	.25
g	15 x 24	6 x 9½	.25
h	16 x 25	6¼ x 9¾	.30
i	16.5 x 26	6½ x 10¼	.30
j	18 x 26.5	7 x 10½	.30
k	18 x 27.5	7 x 10¾	.30
l	20.5 x 26	8 x 10¼	.35
m	20.5 x 27.5	8⅛ x 10⅞	.35
n	18.5 x 29	7¼ x 11½	.35
o	19 x 29	7½ x 11½	.35
p	21 x 30	8¼ x 11¾	.40
q	22 x 29	8⅝ x 11½	.40
r	20.5 x 33	8 x 13	.45
s	22 x 33.5	8¾ x 13¼	.45
t	24 x 32	9½ x 12½	.50
u	35.5 x 22.5	14 x 8⅞	.50
v	22 x 37	8⅝ x 14½	.50
w	25 x 33.5	9¾ x 13¼	.50
x	27.5 x 37	10¾ x 14½	.60
y	29 x 42	11½ x 16½	.65
z	30 x 44	11¾ x 17¼	.75

Common Sense binder

We recommend this binder as simple, durable and effective. Two metal strips make a vise in which pamphlets or papers are clamped by flexible, flat steel fasteners, attached to the right-hand stub as securely as if bound. This fastener is stiff enough to perforate thin papers, so flexible that it can be bent with the

fingers, and so strong that it can be bent back and forth in constant use for many years without breaking. It is replaced as



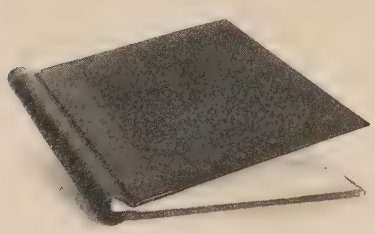
quickly as a common cord. The fastener is passed through the papers between the stubs, which are held firmly till it is bent over as close as possible, thus clamping them together. The free end of the fastener is then protected by sliding the brass clasp over it. Beside the styles and sizes listed we make any size or material promptly to order. In ordering from the following sizes, allow ½ cm. margin all round; i. e., order a binder 1 cm. (⅜ in.) longer and ½ cm. ($^3/_{16}$ in.) wider than paper. Specify size in ordering. Lettering on front cover 25c. per line. Wire fasteners, all sizes, 25c. per dozen. For shelf list binders see **31i, 31j,** page 163.

No.	Size : centimeters	Size : inches	Full cloth	Half russia
42a1	14 x 21.5	5½ x 8½	$ .60	$ .90
2	15 x 24	6 x 9½	.65	1.00
3	16 x 25	6¼ x 9¾	.70	1.05
4	16.5 x 26	6½ x 10¼	.75	1.10
5	18.5 x 27	7¼ x 10¾	.80	1.10
6	19.5 x 26.5	7¾ x 10½	.80	1.10
7	20.5 x 26	8⅛ x 10¼ in	½ morocco only	1.10
8	21 x 27	8¼ x 10¾	.85	1.15
9	19.5 x 29	7¾ x 11½	.85	1.15
10	21 x 30	8¼ x 11¾	.85	1.20
11	22 x 31	8¾ x 12¼	.90	1.25
12	23 x 30.5	9 x 12	.95	1.30
13	25.5 x 30.5	10 x 12	1.00	1.35
14	24 x 32	9½ x 12½	1.00	1.35
15	23.5 x 34.5	9¼ x 13¼	1.05	1.40
16	25.5 x 33.5	10 x 13¼	1.10	1.45

No.	Size : cm.	Size : in.	Full cloth.	Half russia.
17	26.5 x 36	10¼ x 14¼	1.15	1.50
18	27 x 37	10¾ x 14½	1.20	1.55
20	28 x 40.5	11 x 16	1.35	1.70
21	29 x 42	11½ x 16½	1.45	1.85
22	30.5 x 44	12 x 17¼	1.50	2.00
23	32.5 x 45.5	12¾ x 18	1.75	2.25
24	34 x 49.5	13½ x 19½	1.85	2.40
25	38 x 56	15 x 22	2.00	2.50
26	42 x 61	16½ x 24	2.25	2.80
27	47.5 x 63.5	18¾ x 25	2.50	3.00

Spring-back binder

The magazines, pamphlets or sheets are held firmly in a vise made by the steel cylinder spring back, which holds one sheet as firmly as a volume. No awl, needle or string is needed. Extensively used in reading rooms for papers with double page illustrations, as the absence of perforations preserves sheets for permanent binding. Its chief feature is the ease and quickness with which sheets can be inserted and removed.

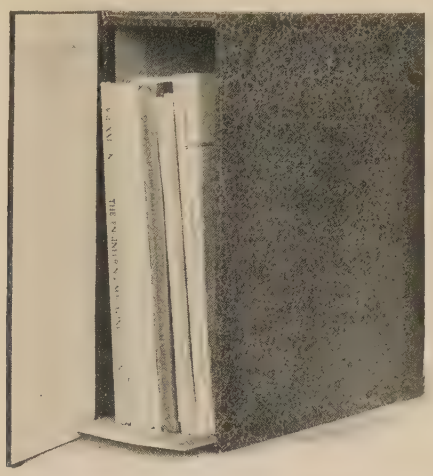


Stock binders have roan back and corners. Other styles and odd sizes made promptly to order. In ordering special binders, give exact size of papers to be bound, and, if oblong, specify shape. Lettering on front cover 25c. per line.

No.	Size : cm.	Size : in.	Price.
46a1	16 x 25	6¼ x 9¾	$ .90
2	18 x 26.5	7⅛ x 10½	1.10
3	19.5 x 29	7¾ x 11½	1.10
4	20.5 x 26	8⅛ x 10¼	1.10
5	21 x 30	8¼ x 11¾	1.20
6	23.5 x 32	9 x 12	1.25
7	23.5 x 33.5	9¼ x 13¼	1.35
8	24.5 x 31	9½ x 12½	1.35
9	26.5 x 36	10½ x 14¼	1.55
10	27.5 x 37	10¾ x 14½	1.60
11	29 x 42	11½ x 16½	1.70
12	30.5 x 44	12 x 17¼	1.80
13	32.5 x 45.5	12¾ x 18	2.00

Clacher patent pamphlet box

This is a durable case for filing pamphlets, periodicals, music, loose sheets, or any papers that need to be kept for quick reference and free from dust. It is a strong wooden box with



marbled sides and top, and cloth back with gold lines. A concealed spring holds the cover dust tight. The back of the box opens like a spring door without latch or catch. A wooden slide in the bottom acts as a car to carry the contents; when drawn out this holds the spring door open during consultation. A slight pressure of the finger on the slide replaces the contents and shuts the box without removing it from the shelf. Inside the door is a blank index arranged to be written on, and read easily. The dimensions given below are inside measurements. We make promptly to order any other size or finish.

	High		Deep		Thick		
No.	cm.	in.	cm.	in.	cm.	in.	Price
45a1	16	6¼	10.5	4⅛	5	2	$ .50
2	21	8¼	13	5⅛	6.2	2½	.55
3	23	9	15	6	7.5	3	.60
4	23	9	17.5	7	7.5	3	.65
5	25.5	10	17.5	7	8.8	3½	.70
6	25.5	10	20.5	8	8.8	3½	.75
7	28	11	23	9	10	4	.80
8	31	12¼	23	9	10	4	.95
9	35	15	25	10	12	4¾	1.25
10	28	11	23	9	10	4	1.50

48a10 has four slides, and is best for bills, letters, etc.

Manilla CC pamphlet cases

Made from heavy tag board to contain a few thin pamphlets or loose sheets: **45m 1** and **2**, open at side only, **45m3** opens at side and top.

	Size : cm.	Size : in.	Price.	
45m1	25 x 17.5	10 x 7	each 2c.; per 100	$1.50
45m2	31 x 20.5	12 x 8	each 3c.; " "	1.75
45m3	22.5 x 27.5	11⅞ x 8⅞	" 10	.15
	. . . . .	. . . .	" 100	1.00
	. . . . .	. . . .	" 1000	7.50

Wood CC pamphlet cases

Made of thoroughly seasoned stock, strongly joined and covered with durable marbled paper. These cases have solid tops, which protect contents from dust and injury. Made in standard sizes, as given below, or in special sizes to order. Regular stock is carried in different thicknesses to avoid waste of shelf space when there are few pamphlets on a single subject. A discount of 20 per cent. on orders of ten or more cases.

No.	Size : cm.	Size : in.	Price
45-03	25 x 17.5 x 3	10 x 7 x 1¼	15c.
4	25 x 17.5 x 6	10 x 7 x 2½	20c.
5	25 x 17.5 x 10	10 x 7 x 4	25c.
6	26 x 17.5 x 7	10¼ x 7 x 2¾	20c.
7	27.5 x 18.5 x 4.5	11 x 7½ x 1¾	20c.
8	27.5 x 18.5 x 7.5	11 x 7½ x 3	25c.
8a	27.5 x 18.5 x 10	11 x 7½ x 4	30c.
9	30 x 22.5 x 9	12 x 9 x 3½	30c.
10	35 x 25 x 10.5	14 x 10 x 4⅛	35c.

L. B. pamphlet boxes

These boxes are made of heavy board covered with highly glazed mottled paper. Half of one side doubles back on itself, permitting easy consultation without removal of contents. The box can be held in the left hand like a book, while the right is

free to turn leaves. As pamphlet cases or scrap files for loose leaves they are dust tight, open quickly and do not spill contents when carelessly handled. They stand on edge like books. The larger sizes make admirable newspaper and periodical files. Daily papers should be folded once, while smaller ones may be filed flat. In ordering send size of paper to be filed. Discount of 20 per cent. on five or more boxes in one order.

	High		Deep		Thick		
No.	cm.	in.	cm.	in.	cm.	in.	Price
48a	16	6¼	19.5	4⅛	3.6	1½	.20
b	21	8¼	13	5⅛	4.3	1¾	.20
c	23	9	15	6	5	2	.25
d	23	9	17.5	7	5	2	.25
e	25.5	10	17.5	7	5.7	2¼	.25
f	25.5	10	20.5	8	5.7	2¼	.25
g	28	11	23	9	6.5	2½	.25
h	31	12¼	25.5	10	7.2	2¾	.30

No.	High cm.	High in.	Deep cm.	Deep in.	Thick cm.	Thick in.	Price.
i	36	14¼	25.5	10	7.2	2¾	$ .40
j	44	17¼	31	12¼	8	3¼	.50
k	51	20	33	13	9	3½	.50
l	56	22	38	15	10	4	.60
m	61	24	51	20	11	4¼	.75
			FOR 33 SIZE CARDS.				
p thin	13.5	5¼	8.5	3¼	3	1¼	.15
p thick	13.5	5¼	8.5	3¼	6.5	2½	.15

Indexes

We make various alphabetical indexes to fit these boxes. For the **48g,** which is sold for papers and scrap sheets, 20 x 25 cm, we furnish indexes in sets of 5, 10 and 20, covering a single alphabet and giving carefully devised subdivisions. A to Z indexes are supplied to fit all sizes of pamphlet boxes at the same price as the box. Ten **48g** boxes, with a ten-section index, cost $4.00. Numeric indexes can be supplied if desired, prices on application. Manilla folders are furnished to fit **48h** boxes.

481f1 Numbered . . . . . per 1000 $5.50
481f Unnumbered . . . . . " 5.00

L. B. scrap box

One hundred manilla pockets are arranged in a heavy case, alphabetically or by subject numbers, thus constituting their own index. Very convenient for filing scraps, clippings and loose sheets, when it is not practicable to use for this purpose the vertical filing system described on page 187. The subject is entered on the pocket and in the index, and additional matter added as it comes to hand. As the scraps are not mounted they can be used in compilations without the labor of recopying, or they can be thrown away when their season of interest has passed. A book index, numbers, letters, months and days on ready gummed slips are furnished with the scrap box, but a card index adds to its usefulness Any one of the desk outfits is suitable for this purpose.

44a $2.50

Breed's portfolio scrap book

Fifty strong manilla pockets firmly bound in red or black leather, making a handsome octavo volume. An alphabetic index in front provides for alphabetic arrangement, or as the envelopes are numbered the notes and clippings may be classified according to decimal or any other classification. The pockets are provided with flaps so that it is impossible for clippings to fall out or get lost, and the excellent binding will stand long and severe usage. Numerous guards allow plenty of room for expansion.

44b $3.00

L. B. scrap book

This consists of one hundred manilla sheets, 20 x 25 cm. with guards laced in a Common Sense binder (**42a7**). On these sheets the scraps are pasted, the insertion of new sheets in the proper places preserving the classification as the collection grows. These manilla sheets and shelf binders make a practical scrap book, combining the merits of the old system of pasting on a flat sheet with the advantage of easy revision.

44i Scrap book in half morocco, with guards and 100 manilla sheets $1.50
Extra manilla sheets . . . per 100 .25

These scrap sheets are also furnished with the spring back binder, which affords an excellent protection for loose leaves, as they can be quickly inserted in their proper order, according to any method of classification.

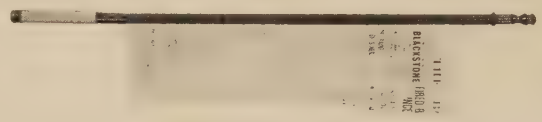
46a4 Spring back binder, roan back and corners . $1.10
Extra manilla sheets . . . per 100 .25

The manilla scrap sheets may also be used with one of the pamphlet boxes shown on page 187. This serves the purpose of a loose leaf binder, allowing perfect freedom of classification by any method. The proper box to fit scrap sheets is **48g.**

48g . . . . . 25c.

Athenaem file

The file consists of a centre stick, around which are arranged seven smaller sticks, kept in place by a rubber handle at



Sizes
- No. 1 length. 48 in. to fit papers up to 38 in.
- 2 " 40 in. " " " " " 30 in.
- 2½ " 36 in " " " " " 26 in.
- 3 " 32 in. " " " " " 22 in.

the bottom and a common rubber ring at the top. Each of the smaller sticks binds the middle of one paper, holding it securely and keeping it separate from the others. A very serviceable and low-priced file.

46n1	. . . . .	per ten	$6.00
	Rubber bands	each	.15
	Rubber rings, ...	per doz	.50

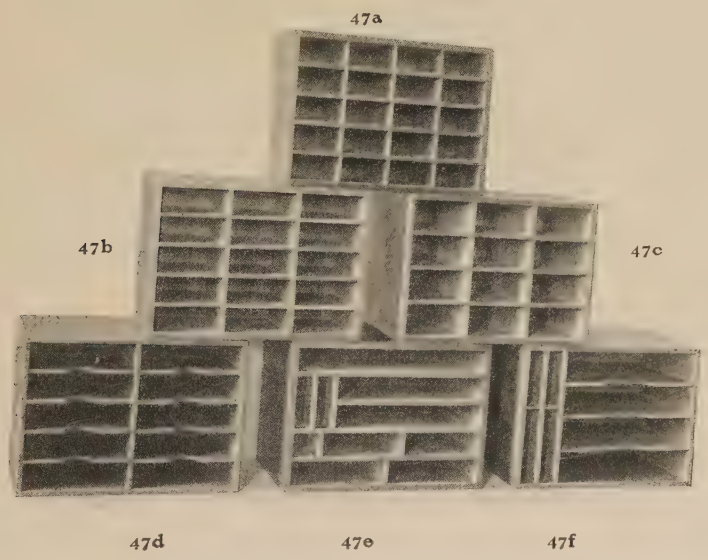
Atwater newspaper files

Simply two sticks held together by strong rubber rings and kept in place by two fixed pins, which also hold the papers. A practical and cheap file. It does not file consecutively.

46n8	12 in. 14 in. and 16 in. between bands,	per ten	$3.00
	18 in. 20 in. " 22 in. " " "	"	3.50
	24 in. 26 in. " 28 in. " " "	"	4.00
	30 in. 32 in. " 34 in. " " "	"	4.50
	36 in. 38 in. " 40 in. " " "	"	5.00
	Rubber rings	each	.03

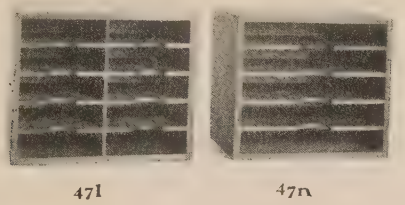
Interchangeable pigeon-hole cases

Quarter sawed oak, antique finish, made without top moulding, of uniform height and width, 25 cm. high, 35 cm. wide,



(9⅞ x 13⅜ in.) They are interchangeable and can be used equally well in revolving book cases, on shelves, tables, or desks.

47a-f . . . . . each case $2.50



Same wood and finish, but smaller than **47a-f;** 25 x 27.5 cm. (9⅞ x 11⅞ in.)

47l-n . . . . . each case $2.00

Ruled papers

We furnish sheets of **l** size, 20 x 25 cm., and **n** size, exactly half as large, with L. B. ruling. This consists of main lines of standard ruling 1 cm. apart, with faint intermediate lines half way between the regular rulings, for interlining shorthand work, or for closely written matter. Faint down lines divide the page into four columns for headings or tabulations. These faint rulings can be written over without affecting legibility. Sheets punched for Common Sense binders.

We also furnish checking paper in **l** size sheets, ruled in cm. squares, giving 500 spaces to each side of the sheet for statistics, tabulations, etc. Every fifth line each way is a heavy red one, dividing the sheet into 5 cm. squares.

53	L sheets library ruling	per 100	50c.
	N " "	"	30c.
	Checking paper	"	50c.

Blocks or pads

We have made for us a series of standard sized papers of ordinary grade, blocked. These have a good writing surface and are suitable for notes and memoranda. They are cut and blocked into exact sizes, and are put up in double thick pads. As they are uniform in quality and always of standard size, they will be found more satisfactory than the irregular sizes, varying weights and grades of odds and ends of paper usually put up in this way. The **p** size is the same as the 33 size standard cards. The **l** size is the same as the shelf list sheets and scrap sheets and fits **48g** file boxes, **46a4** spring back binders and **42a7** Common Sense binders. The **n** size is exactly half of **l** size.

p	7.5 x 12.5 cm.	3 x 5 in.	per 10, 4 lbs . . .	$ .65
n	12.5 x 20 cm.	5 x 8 in.	" 10 " . . .	1.50
l	20 x 25 cm.	8 x 10 in.	" 20 " . . .	3.00

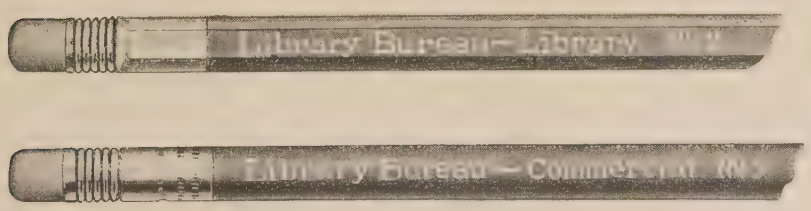
Library Bureau steel pens

Made specially for cataloging and other library handwriting, but equally good for commercial uses. They are manufactured by the largest and best makers in the world, and are as perfect a steel pen as can be made. The following are exact facsimiles.

55a Nos. 1, 2 or 3 . . . . . per gross $1.00
Falcon . . . . . " .50

Library Bureau pencils

The best high grade lead pencils, specially made for library or commercial uses. Satisfactory in every respect. Order by the dozen or gross. In ordering, state whether hard, soft or medium leads are desired. Special discounts on large orders.



55a1 **2, 2a** or **3,** medium, soft or hard . per dozen 40c.

Drawing board mucilage

This is a vegetable glue warranted to keep perfectly good and to contain no injurious ingredients. It possesses great strength and is recommended for sticking almost everything. Put up in screw capped jars. We also furnish photo mounter, which is made especially for mounting photographs, drawings, etc. Put up as above.

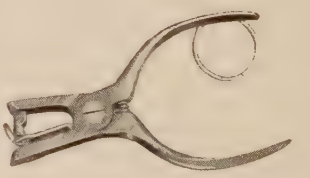
56	3-oz. jars	$ .15
	6-oz. "	.25
	14-oz. "	.50
	Half gallon	2.00
	Gallon	3.50

Clinch paper clip

A simple clip with many of the advantages of the more expensive forms. Is flat and binds firmly. In quarter thousand boxes.

58 i . . . . . per box 20c.

Conductor's punch



Convenient desk tool for perforating papers to fasten, tie or bind in one of the numerous styles of binders. It cuts a hole 4mm. in diameter. This punch is not an ordinary shoe punch, which is worthless for cutting paper, but it is a small die cutter which works easily and makes a clean hole. Special punches are often made as a safety device for checks, bills and other papers. These are furnished at extra cost, depending on the form of die.

61p Ordinary round die $2.50

Erasers

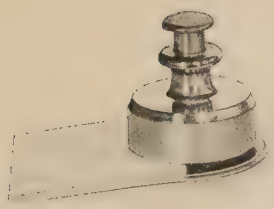
Brush eraser; with a convenient attachment to the rubber eraser for cleaning the page after erasing. The rubber is of the best quality and the brush strongly inserted.

Typewriter eraser; of circular form, especially designed for use on paper while in a machine. It is equally good for erasing pencil marks or smoothing the surface of paper upon which the steel eraser has been used.

Steel eraser; an essential tool for every cataloger's desk. Those offered by the L. B. are of the highest grade steel. Made in two forms — oval and with knife edge for use as paper cutter; all with cocoa handles.

63a	Brush eraser	25c.
63c	Type writer eraser, per dozen	50c.
63e1	Oval edge	40c.
63e2	Knife edge	50c.

Paper weight clip



A handsome, nickeled or japanned paper weight, which is also an admirable clip. Papers are firmly clamped between the base and the adjustable weight, which is held in place by a strong spring.

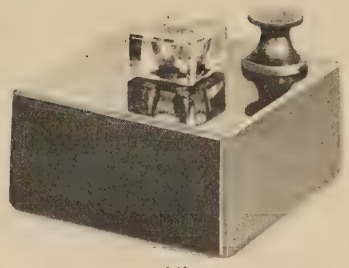
64	Japanned	25c.
	Nickel	50c.

Desk blotting pads

These protect the desk from ink stains and serve as a blotter and cushion for writing upon. Three sheets of blotting paper are held by four russia corners and heavy tar board back. An essential on every desk. Made in two sizes and filled with the best "Treasury" blotting paper.

64d1	19 x 24 in.	90c.
64d2	12 x 19 in.	60c.

Perfect inkstand



66b

A pouch of pure soft rubber holds the ink, an ebony cut-glass base protecting it from accident. A turn of the nickeled thumb-screw on top sends up exactly the amount of ink wanted. On top a cube of crystal cut-glass forms the dipping cup for the pen. An air-tight rubber stopper completes this "instrument of precision," as it is justly called.

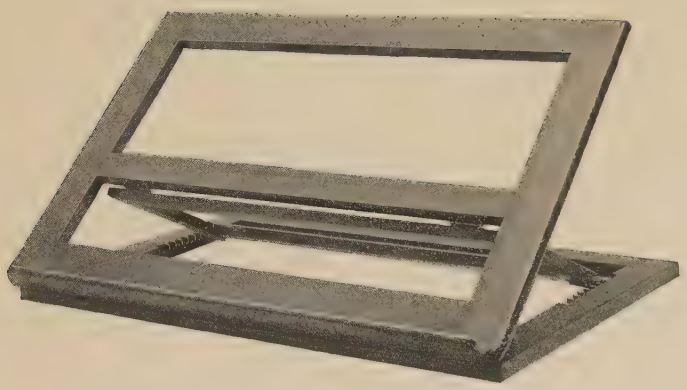
The two essentials of a perfect inkstand are a pen gauge dipping cup and adjustable fountain. These inkstands have both essentials and are made on scientific principles, preserving quantity and quality of the ink and the points of pens from any possible injury.

66a Pressed glass $1.50
66b Cut glass 2.00

Arm rest

In writing on the bottom lines of the accession book, or any large blank book, the the writer is compelled to have some support for the arm, or the handwriting becomes cramped and not uniform with the rest of the page. The arm rest overcomes this difficulty, and gives greater ease in writing. Made in oak, handsomely finished.

86k . . . . . 75c.



L. B. ledger rest

Made in oak; other woods to order. For holding on desk or table, at any angle, large books of record or reference, like the heavy library accession book. When not in use it shuts flat, and can be stored between the books. Saves the books as well as the writer.

8611	For cap books 40 x 44 cm. (16 x 18 in.) . .	$3.50
8612	Medium and demy 44 x 60 cm. (18 x 24 in.) .	4.00
8613	L. B. accession 50 x 75 cm. (20 x 30 in.) . .	4.50

DUST PROOF MUSEUM CASES, SPRINGFIELD PUBLIC LIBRARY

Designed and made by Library Bureau

Publication department

The technical manuals published by the Library Bureau are recommended by the library profession as indispensable to librarians and assistants. Similar publications by other publishers are also cataloged here, and are supplied by the Bureau for the convenience of librarians. These, with the publications of the American Library Association, of which a list is given, are all helpful, and most of them absolutely necessary in every library. All prices are net.

Publications

Decimal classification and relativ index

For arranging, cataloging, and indexing public and private libraries, and for pamphlets, clippings, notes, scrap books, index rerums, etc. By Melvil Dewey, director New York state library and library school. Published by the Library Bureau.

Adopted by the Institut international de bibliographie, Brussels, September, 1895, as its official classification for use in the various countries, and by the Concilium bibliographicum, Zurich.

Brief description All known subjects are grouped into 10 classes numbered with the digits, 0-9; e. g. 5 is Science. Each class is treated as a separate library and divided into ten divisions numbered likewise; e. g. 51 is Mathematics. Each division has ten sections; e. g. 513 is Geometry. Many of these sections are further divided so that the minutest topic may have a specific number, all after the first three figures being arranged as decimals. Thus 331.89 is Strikes, or, to give the meaning of each figure in order (as would be seen at a glance in the book)—Sociology; Political Economy; Capital, Labor, and Wages; Laboring Classes; Strikes. All subjects in the tables are arranged in simple numerical order, and the relative index enables a novice to assign the minutest topic to its exact place in the classification, or to find anything previously assigned by the quickest and cheapest method yet discovered. Full directions are given for applying this system to its manifold uses and also for variations to meet special cases.

No person interested in public or private libraries can afford to ignore the investigation of this system, which is more widely adopted than any other. Full descriptive and explanatory circular sent on application. These books are not sent out on approval. The twentieth century edition is now in process of compilation.

Publications

Sixth edition, with index, supplement, and additions to history, geography, etc. 1899. Half turkey, gilt top, A. L. A. binding, or full flexible persian morocco, red edges.

12 Price postpaid $5.00

Abridged decimal classification and relativ index

Issued in response to the demand for a shorter form for small and slowly growing libraries. The short (3-figure) forms can be changed to the full class numbers at any time without other alteration than adding extra figures from the unabridged tables.

12a Cloth, postpaid $1.50

Decimal classification. Second summary, printed on cards 20 x 25 cm. . . . each .25

Cutter's expansive classification

A logical, practical classification for books. Devised by C. A. Cutter, librarian of the Forbes Library, Northampton, Mass. This work is issued unbound in sheets, not yet being completed. To all subscribers of $5.00 the sheets and the revisions, or second editions of each part, are sent as issued from the press.

Brief description It consists of seven tables of classification of progressive fullness, designed to meet the needs of a library at its successive stages of growth. The first table has few classes and no subdivisions. It is meant for a very small collection of books, The second has more classes and some sub-

divisions, but retains all the old classes with their previous marks. This is intended for the small collection when it has swelled so much that it must be broken up into more parts. Books which are put into the new classes must, of course, have new marks; but those in the old ones remain as they are: their marks need no change. In this way the number of the classes and sub-classes is gradually increased, and yet in each transition from the simpler to the complex scheme the old notation is preserved, so that there is only the absolutely necessary amount of alteration. Passing through the third, fourth, fifth, and sixth, it comes finally to the seventh, which is full and minute with a capacity of increase to the tenth power, for there might be an eighth and ninth table if need be. From this adaptation to growth comes the name expansive.

The first feature of the notation is not original, the second is. The first is the use of the letters of the alphabet to mark the classes, and of a second letter for the divisions, and a third for their subdivision. The second feature, which is original, is the use of figures to mark countries, and letters for all other subjects.

Part I consists of the "First six classifications," complete with index and title page. Part II, not yet completed, will consist of the "Seventh classification" in full, with complete indexes to each separate class.

Natural sciences, arts, fine arts and the general index are not yet printed. The five dollar subscription covers these classes and the general index when finished.

Descriptive circulars sent on application, together with instructions for binding. A springback temporary binder, **46a**, can be used to advantage for this work until it is complete and ready for binding.

12b	Part I	**First six classes,** complete, with index and title page. 160 p. In sheets	$ .80
12b	Part II	**Seventh classification**	
		Philosophy, 15 p. and index. In sheets	.50
		Religion 67 p. " "	.80
		History 68 p. " "	.80
		Medicine 45 p. " "	.80
		Local list 35 p. " "	.80
		Social sciences, 110 p. . . .	.80
		Arts of communication by language and literature, 143 p. . . .	1.25
		Sheets of others forwarded as issued.	

Library school rules

Containing card catalog, accession and shelf list rules; edited by Melvil Dewey, director of the New York state library and library school. Sixth edition, revised, with marginal alternative rules. 1899. Printed on the finest paper, 25 x 17.5 cm, allowing margin for side notes. Bound together complete. Published by the Library Bureau.

Card catalog rules for author and classed catalogs, with a "Bibliography of catalog rules" by Mary Salome Cutler Fairchild, instructor in cataloging in the Library School. Contains facsimile cards illustrating all points.

Accession rules (see **31a**) Sample pages written in the library hand illustrate each rule.

Shelf list rules (see **31j**) cover constant questions that arise and are fully illustrated by sample pages showing method of filling.

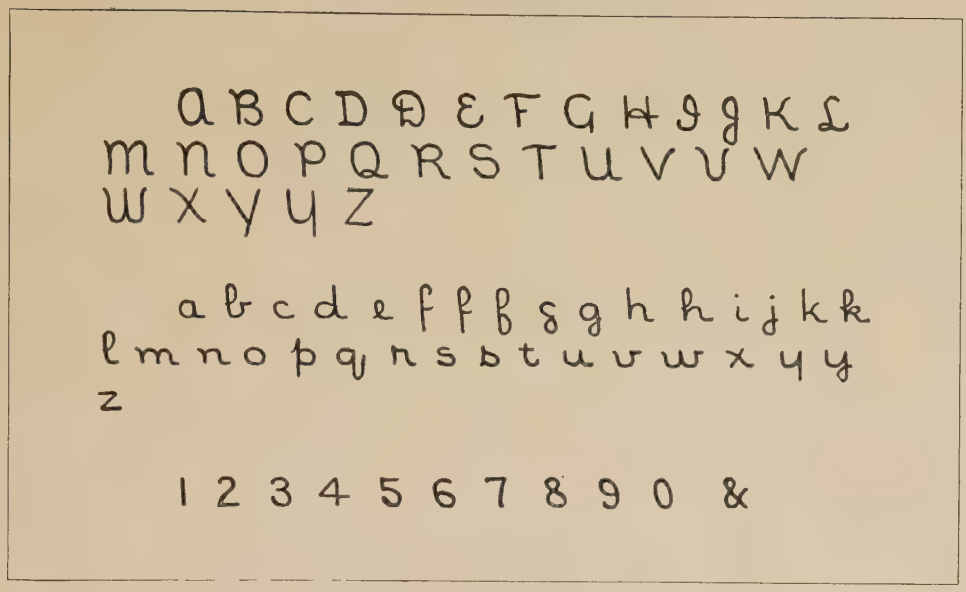
13a	Cloth, postpaid	$1.25
	Genuine half turkey morocco	2.00
	Full persian morocco, interleaved for individual additions.	2.50

Simplified library school rules

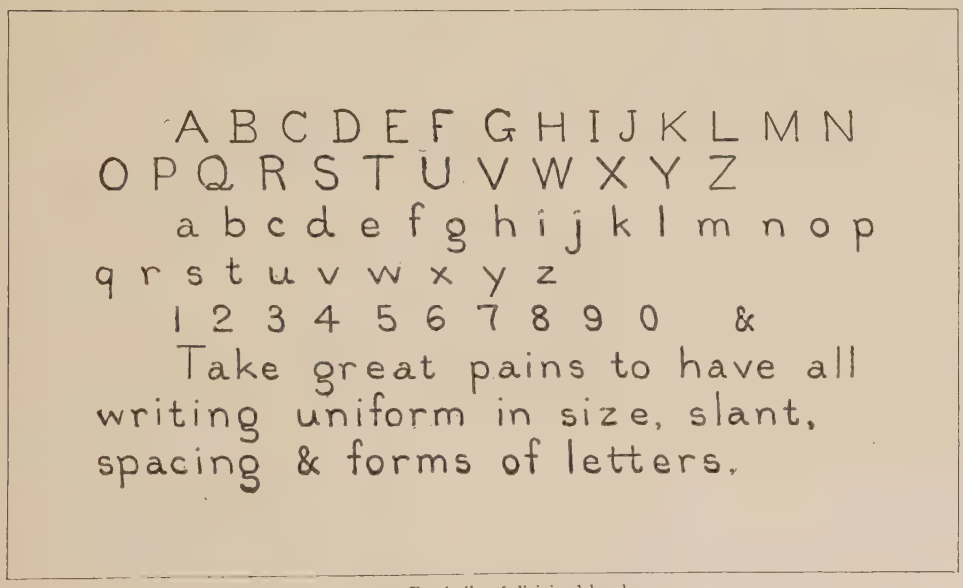
An abridged edition compiled for the benefit of libraries not requiring such elaborate bibliographical records as are provided for in the complete edition (**13a**). It differs from the original edition in being more explicit, with fuller notes, simpler statements, and clearer definitions; also in omitting the rules for minute bibliographical records.

It contains simplified card catalog rules, accession rules, shelf list rules, simplified book numbers, and rules for capitalization, punctuation, library abbreviations and library handwriting. These rules are equally applicable to dictionary and classed catalogs. Sample catalog cards are given illustrating both forms. This edition is specially suitable for small public and private libraries. 1898.

13a1	Cloth, postpaid	$1.25
	Half turkey morocco	2.00
	Full persian morocco	2.50
	Paper, issued as no. 16, vol. 4, "Library notes"	1.00



13a2 Facsimile of joined hand


A B C D E F G H I J K L M N
O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p
q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0 &
Take great pains to have all
writing uniform in size, slant,
spacing & forms of letters.

13a3 Facsimile of disjoined hand

It is of the utmost importance that all writing in card catalogs, indexes or lists be legible and uniform in appearance. The Library Bureau supplies two styles of standard library handwriting copy used and recommended by the library schools. Printed on 33 size cards.

13a2 Joined . . . . . each 5c.

13a3 Disjoined . . . . . " 5c.

Library abbreviations

Compiled by Melvil Dewey. Reprint on card folder of abbreviations published in 1894 edition of "Library school rules" (**13a**).

13a4 . . . . . each 5c.

Library primer

By John Cotton Dana. The most complete handbook ever published for librarians. Every phase of library work, theoretical, practical, and historical, is dealt with, and new methods, systems, and supplies illustrated and described. Second edition 1900. Published by Library Bureau, Chicago.

13a5 Cloth, postpaid $1.00

Cataloging

By Esther Crawford. Reprint of a paper read before the Ohio library association in Toledo, Ohio, 9 August, 1899. Specially valuable to beginners. 1900. Published by Library Bureau, Chicago.

13a6 Paper, postpaid . . . . . 15c.

United States government publications

A hand book for the cataloger, by Adelaide R. Hasse, chief of the document department of the New York public library. This work covers the whole subject with great minuteness and includes in its scope constitutions, treaties, legislative papers, executive and judicial papers, federal documents, and state and city documents. The subjects are treated in the order named, and facsimile cards are given which emphasize and explain the rules and recommendations. The work will be issued in parts. Published by the Library Bureau, Boston.

13a7 Part I The Government at large. Constitutions, treaties, statutes. In cloth, postpaid $1.00

Part II Announcement of this and following parts will be made shortly

Cutter 2-figure decimal alphabetic order table

A scheme giving to each work its own exclusive book number, so contrived that "the books stand on the shelves alphabetically by authors under each subject." With the relative location, now used by most libraries, this system makes indefinite intercalation of books possible in a very simple manner. It not only brings together upon the shelves all of an author's works upon one subject, but allows of still closer arrangement by dates or by alphabetic arrangement under title, as desired. Devised by C. A. Cutter, librarian of the Forbes library, Northampton, Mass., it has grown in use from one library to a wide adoption in others, as a satisfactory solution of one of the problems of close classification. Full explanatory circular mailed gratis on application. The tables are mounted on boards, strongly hinged together, and folded compactly. 1880.

13b Mounted, postpaid $1.25

Cutter-Sanborn 3-figure alphabetic order table

Made by Miss Kate E. Sanborn, on the same principle as **13b,** but three figures instead of two are used with the initial letter. It is intended for libraries that have large classes to be arranged in alphabetic order. 1895.

13c	Two parts complete, postpaid . . .	$2.50
	Part 1, consonants	1.50
	Part 2, vowels and S	1.00

Cutter 3-figure decimal alphabetic order table

These tables are simply an enlargement of the Cutter 2-figure order table (**13b**). They include and extend the matter originally published in the 2-figure table, and can not only be employed to better advantage than the Cutter-Sanborn 3-figure tables, where the 2-figure tables have been used, but they can be worked both for two or three figures equally well. In two parts, mounted on boards strongly hinged together and folded compactly.

13d	Two parts, complete postpaid . . .	$2.25
	Part 1, consonants	1.50
	Part 2, vowels and S	.75

Eclectic card catalog rules

Author and title entries based on Dziatzko's "Instruction" compared with the rules of the British Museum, Cutter, Dewey, Perkins and other authorities; "with appendix containing a list of oriental titles of honor and occupations"; by Klas August Linderfelt. Boston, Charles A. Cutter. 1890. 8 + 104 p. O.

Professor Dziatzko's work, says Mr. Linderfelt, is a marvel of ingenious condensation, lucidity and completeness. It would have been impossible to evolve out of mere theoretical reasoning such an array of minute directions as to the manner of proceeding in the innumerable variations and peculiarities of book making, which are the result of the vagaries of authors, publishers and printers for the last 450 years, and now contribute their share toward making the life of the conscientious cataloger a burden. On the contrary,

Professor Dziatzko's rules are the outgrowth of the actual passing through his own hands of every one of the 340,000 cards and the 330,000 books and pamphlets which they recorded; and the examples he cites are actual existing facts.

Taking this as a foundation, Mr. Linderfelt has prepared a manual suited to the needs and habits of the American cataloger, who in many respects has very different ideas from his German cousin, and has made it in a way an epitome of all rules by his references to other codifiers. The book is excellently printed and well indexed. The appendix of oriental titles with their translations, is exceedingly valuable.

130	Paper covers, postpaid	$1.25
	Cloth boards	1.50
	Half goat, A. L. A. style (very substantial)	2.00
	Flexible persian morocco, interleaved	2.50

List of subject headings for use in dictionary catalogs

Prepared by a committee of the American Library Association. Second edition, revised. Published for the American Library Association Publishing Section by the Library Bureau, 1898. Reprinted, 1901. 6 + 206 p O.

There has been nothing more puzzling to the novice in cataloging than the variations of subject headings in different catalogs. The list of subject headings furnishes a professional tool which has been found most helpful. The headings used in the best dictionary catalogs have been carefully compared, and those considered preferable have been adopted by the committee for this list.

131	Cloth, postpaid	$2.00

Library Notes

A journal of improved methods, in which is given a valuable record of the results of the studies and experiments conducted in the Library School, N. Y. state library, Albany, N. Y. The special features of this work are the "literary methods

and labor-savers," practical, helpful rules, notes and hints for every reader and writer who would accomplish the most possible with his time and labor. Every one connected with or interested in library work, not possessing these handbooks, should secure the back volumes if possible. They are very scarce and will soon be unobtainable. Back numbers of all parts excepting Nos. 13 and 14, which contain abridged decimal classification and are now out of print, can still be had.

Publications

15a Vol. I, bound in cloth $4.00

Vols. II, III, bound together in cloth, paged and indexed as one volume 4.00

Vol. IV, bound in cloth, completes the work . 4.00

It contains —

Nos. 13, 14, in one part, out of print.

No. 15. Library recipes 50

No. 16. Simplified library school rules 1.00

Public Libraries

This is a monthly journal devoted to all phases of library work, and published by the Library Bureau, 215 Madison street, Chicago. Founded in 1896, in answer to a strong demand for such a work, this periodical has grown steadily in the quality of its contents and in the favor of its readers. In presenting the larger plans of the work occupying the more advanced fields of librarianship, the details necessary to the progress of the new and smaller libraries are given constant and careful attention. It numbers among its contributors the leading librarians of the day, and in its pages may always be found the latest and best ideas in library work. Its reports of matters of interest to members of the American Library Association and of the meetings of the various state associations and library clubs have recommended it to the attention of library workers everywhere, while the attention given to the elementary but no less important

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